



405 White Street Springfield, TN 37172

## Stokes Brown Public Library Room Use Policy

### Overview

The Stokes Brown Public Library building is jointly owned and operated by the City of Springfield and Robertson County, TN. The Patsy Fyke Borthick Community Room and the Louis R. Draughon Foundation Board Room are primarily for use by the library and its funding bodies in fulfilling their missions to the community. As time and space are available it may be made available to other community organizations according to the rules outlined below.

### Scheduling

Reservations are made through the business office Monday through Friday, 9:00 a.m. through 1:00 p.m. Reservations must be made at least a week in advance. All scheduling is first come, first served.

### Room Details

The Board room measures roughly 600 square feet or 24' x 25' and will hold a **maximum of 36 people**. A large table with seating for twelve (12) is provided. The table cannot be moved. No kitchen access is available.

The Community Room measures roughly 2,100 square feet or 34'x 62' and will hold a maximum of 133 people in a theater-style arrangement with chairs in rows (by fire codes). When seating guests at tables, this room will hold a **maximum of 126 persons**. This includes kitchen access.

The rooms are available for use Monday – Saturday from 7:00 a.m. to 9:00 p.m. and on Sunday from 12:30 p.m. to 9:00 p.m. No reservations can be made on holidays observed by the Library. Please schedule enough time around your meeting times to set up and/or clean up.

### Eligible Organizations

#### Government agencies

This includes Federal/ State/ Local government agencies and/or any agency who receives 51% or more of their funding from these agencies. This includes but is not limited to The City of Springfield & Robertson County Governments and their departments. It also includes Robertson County Schools, UT Extension, Springfield/ Robertson County Airport, and other Municipalities.

### **Non-Profit Groups**

Non-Profit groups may be required to submit proof of 501 (c ) IRS status. Such groups must be either based in Robertson County or include Robertson County as part of their current service area.

### **Businesses**

The rooms may be used by businesses that serve Robertson County for events such as board meetings and focus groups. Documentation proving the existence of the business may be required.

### **Individuals**

The rooms may not be used by individuals for private events. This includes but is not limited to events such as weddings, baby showers, or birthday parties.

## **Paperwork and Fees Required**

### **Reservations**

Reservations will be finalized only upon payment of the required fees and deposits and completion of the attached Event Worksheet and Rental Agreement. Please call before completing the paperwork to confirm the chosen date is open. All fees and deposits may be paid through the Business Office (Monday – Friday, 9:00 a.m. to 1:00 p.m.). If mailed, please add “ATTN: Meeting Room” to the envelope.

### **Damage Deposits**

Cleaning/damage deposit of \$100 per room is required of any business using the rooms. This deposit is refunded within 30 days of the inspection of the room by library staff following an event, provided there is no damage or need for cleaning. The costs of any necessary cleaning or repair will be deducted from this deposit when necessary. If the repair or cleaning costs exceed the deposit, the user will be assessed the additional cost. A user will be prohibited from reserving the room again until such costs are paid in full. The deposit must be fully restored before the next scheduled event. Groups with recurring meetings may leave a standing deposit.

Government and Non-Profit groups will be exempt from the deposit, but will be responsible for the costs of any damage or cleaning fees (see below). Failure to pay for damages or leaving the room in unsatisfactory condition may result in the organization being suspended from using the room for a period of time to be determined by library administration. The responsible party may also be suspended from signing on behalf of other organizations.

The following will be deducted from the damage deposit on file if the cleaning guidelines are not performed in each meeting room and/or kitchen: Table & Chairs Cleaned (\$25.00); Vacuum Meeting Room Floor (\$25.00); Trash Removal (\$25.00); Kitchen countertop and sink cleaned (\$25.00). Maximum deduction for failing to clean is \$100. Parking or driving on grass (\$100). Failure

to vacate the building before library closing without after-hours reservation (\$25.00). Carpet Cleaning or Wall Damage will be assessed and charged independently if necessary. Lost Keys will be billed for all locksmith fees.

### **Usage Fees**

Nonprofit and government agencies (as defined above) are exempt from room use fees.

For the Board Room, rental fees for businesses are \$50.00 for up to 4 hours. When more than four hours are reserved, the fee is \$10.00 per additional hour.

For the Community Room, rental fees for businesses are \$100.00 for up to four hours. When more than four hours are reserved, the fee is \$15.00 per additional hour.

### **Audio/Visual Fees**

Projection System \$25.00, Microphone \$25.00

Audio-visual equipment may not be available to groups meeting outside the Library's regular business hours unless prior arrangements have been made with Library Administration. Rental fees must be paid at least 7 days in advance. Any damage will be charged to the lessee. The library is not responsible for any damage use of A/V equipment may cause to the users property.

### **Limited Number of Reservations Permitted**

So that the needs of the library and other community groups can be met, an individual group may only reserve a meeting room twenty- four times in a calendar year. The library and departments of the City of Springfield and Robertson County Government are exempt from this rule. The library reserves the right to limit how far in advance the room may be reserved.

### **Cancellation**

Cancellations must be submitted by the group's primary contact person at least five days before the event to sbplcustomerservice@gmail.com or delivered to the library administrative office. Groups failing to cancel will forfeit the room rental fee. A group repeatedly failing to cancel may become ineligible to make future reservations.

### **Sales & Fundraisers**

The charging of admission/ fees to those attending events and the sale of goods or services on-site will not be permitted. This includes the collection of "free-will" offerings and donations. Exceptions to this are activities conducted by the Friends of the Library, the Library Foundation, the City of Springfield/ Robertson County Government departments, and entities collaborating with the

library in advancing specific library services and programs under the programming policy.

### **Pre-Meeting and Post-Meeting Walk-Throughs**

The primary contact person, or a person designated to act on his/her behalf named below, must walk through the meeting facility and report/record any damage to the room, door and windows, all walls, furniture or equipment before and after the meeting. The primary contact person is responsible for all activities during the time the room is reserved, and must stay until all attendees have left the meeting.

The contact person is responsible for signing the contract, paying the fees, attending the meeting or designating someone to attend on their behalf, and acting as liaison with the library staff.

### **Room Setup / Breakdown**

A table with 12 chairs is set up in the Board Room and cannot be moved. Additional chairs may be requested when reservations are placed. A lectern is available upon request.

The lessee is responsible for setting up and breaking down the Community Room furniture, including tables and chairs, and is responsible for any materials they may require. Tables and chairs are located in the closet inside of the Community Room. Tables and chairs must be returned to the closet. Tables are heavy and often will require more than one person to move or set up. Library staff are not available for room set up or breakdown. A lectern is available at no additional cost.

Other library furnishings, such as benches, easels, or trash cans, from the foyer of the library must not be moved into the meeting rooms. No items from the meeting rooms may be moved into the hall.

### **Safety**

It is against the law to block the exit doors. No tables, chairs, or other items should be placed in front of the door. Any injury or death to any person occurring due to the blockage of this exit will be the liability and responsibility of the lessee blocking the door.

Candles, deep fryers, and open flames are prohibited and all posted occupancy limits must be complied with.

Do not dump food or grease down drains or on the grounds.

The Library reserves the right to cancel a reservation in an emergency situation or due to maintenance needs. In the event of an emergency, or under other conditions requiring evacuation of the room, all meeting room occupants

must comply with staff requests and orders. Under no circumstances will the library be liable for losses that might result due to the cancellation of an event.

In the event the Library closes for inclement weather, that information will be posted on our Facebook page. If you have made prior arrangements to use an after hours key and you already have that key in your possession, you may use the after hours key for the time you have scheduled and no other time.

Service animals are welcome. Pets are prohibited.

The community room kitchen is for adults only, no children.

The library reserves the right to revoke a reservation or halt an event in progress if the gathering is disruptive to the normal course of business or is in violation of the library code of patron conduct. This also applies to any suspected violation of state, federal, or local law /statutes by the organization or any attendees.

## **Before and After Hours Access**

**Everyone must be completely out of the meeting rooms 10 minutes before the library closes unless prior after hours reservations have been made.** Please be sure to conclude your meeting early to allow enough time to perform the required clean up. **Those not vacating the room by the specified time are subject to an additional \$25.00 fee, which will be billed to the contact on file.** Users will be prohibited from reserving the room again until such costs are paid in full.

Access to the meeting rooms before or after library hours is by way of the second White Street entrance. Lessee must ensure that each of these doors are firmly closed when locking up for the evening.

If a meeting room reservation starts before regular library hours, it is the primary contact person's, (or someone designated to act on his/her behalf) responsibility to obtain a pass key from staff on the day before the event. The pass key may be returned to the circulation desk staff or dropped in the book drop. A return envelope will be provided with the pass key. Failure to return the key will result in a charge for full costs associated with loss.

## **Sound and Noise**

Use of the meeting room must not interfere with library operations. Sound and noise must be confined to the reserved space and must not bleed over into the lobby.

## **Decorations and Advertising**

No decorations may be attached to ceilings, walls, or chair rail.  
Candles are prohibited.

Usage of any Library phone number as contact phone number for the meeting/event scheduled, including but not limited to written, verbal, or digital content to promote the event, is prohibited. The library will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers.

One sign may be placed in the hallway outside of the meeting room but may not impede the use of the hallway or exits. Signs may not be posted more than one hour before the meeting begins and must be removed at the end of the meeting. Brochures and flyers may be placed on the library's community information bulletin board if it is a non-profit event. The library does not advertise or promote events for lessees.

Other than as stated above, no advertising media may be placed in the library to advertise the lessee's activities and patrons on library property can not be solicited by verbal or written means.

**Lessee can not promote events in a way that could reasonably cause the public to confuse the event as a library program.** This includes but is not limited to using terms that are the same or similar to library programming (i.e. storytime, music & movement, book club), and use of the library name (other than as the location), slogans, and logos. Any printed or electronic publicity or marketing materials that include the library's name and address must include the disclaimer: "This event is not sponsored by Stokes Brown Public Library."

## **Parking**

**Parking is extremely limited.** Lessee and guests may use the parking spaces in the front of the library or on White Street. Under no circumstances will parking/driving on the sidewalks or grass be tolerated. Deposits will be automatically forfeited. Please note that there is NO PARKING on White Street on the side of the street adjacent to the library. This is strictly enforced, and Springfield Police will ticket individuals not following city laws.

## **Open Access**

A Library representative must be allowed to enter the room at any time. The library reserves the right to cancel any event/ reservation at any time.

## **Smoking and Alcohol**

No smoking or vaping shall be permitted in the building and no alcohol will be permitted on the property – no exception.

## **Clean-Up**

The board room must be cleaned after your function. Table(s) and chairs cleaned and floor vacuumed. You must remove all trash and take it with you. Tables and chairs may be left as set up.

The community room should be cleaned as follows. All tables used must be wiped down. Lessee is advised to bring a household spray cleaner and paper towels with them for table and chair cleanup. Tables and chairs used in the Community Room, the kitchen or lobby must be moved back into the storage closet. The kitchen must be cleaned if used for an event. A vacuum cleaner for the lessee's use is located in the large community room storage area. Vacuuming is required after every meeting. Contact staff if you are unable to access the vacuum cleaner.

If the room is left unclean or damaged, the expenses of repair or cleaning will be subtracted from the lessee's deposit. (Examples of failure to clean are: vacuuming not done; carpet stains because of spills; damage to wall requiring repainting, etc.)

Any equipment, furnishings, or belongings left by the applicant or those attending the meeting, shall be removed and discarded. The library is not responsible for any items left on library premises. There will be no payment or replacement for items lost by the organization or those in attendance. Insurance coverage is not provided.

## **Responsibility**

The library staff will deal exclusively with the primary contact person who signs the Rental Agreement. This person, or someone designated on his/her behalf, must perform the pre-meeting walk-through and be present at the scheduled event to implement the rental agreement, user guidelines, and policies. They must be present when the room is opened for the groups, and remain until all attendees have left the meeting. Staff at the Circulation Desk and primary contact person will perform a post-meeting walk-through after the cleaning of the meeting room if the library is open.

## **Book Signings/ Author Talks**

Book signings & author talks must obey all guidelines in this document including but not limited to: no bookings by individuals, no sales, no soliciting on-site, and all advertising rules. These events can not take place outside of the meeting rooms. Individual authors are advised to also consult the study room policy.

Revised and adopted: September 11, 2015  
Updated: April 4, 2017; May 12, 2023

## Stokes Brown Public Library Room Reservation Worksheet

### Group Information

Name of Lessee/Group \_\_\_\_\_

This group is a (see above):

\_\_\_ Government Agency \_\_\_ Registered 501 (c ) Non-Profit \_\_\_ Business

### Dates & Times

Day(s) and Date(s) of Event \_\_\_\_\_

Time the meeting(s) starts \_\_\_\_\_ circle a.m. or p.m.

(Rental Hours (including set up & clean up)

Beginning rental time \_\_\_\_\_ circle a.m. or p.m.

Ending rental time \_\_\_\_\_ circle a.m. or p.m.

Will the building be used during hours the library is closed? \_\_\_\_\_

Requesting use of :

- Patsy Fyke Borthick **Community Room**
- Louis R. Draughon Foundation **Board Room**
- Both

### Contact Information

- Contact Person Name \_\_\_\_\_
- Contact Phone Number \_\_\_\_\_
- Contact Email (important) \_\_\_\_\_

The Library will work with this person exclusively during the rental period of this agreement. The contact person is the responsible party and must be present at walk-through and during the meeting to implement the rental agreements, user guidelines and policies. However, a back-up contact may act if the main contact person is not able to act or if the library can not reach the main contact.

- Back-up Contact Person Name \_\_\_\_\_
- Back-up Contact Phone Number \_\_\_\_\_

**IMPORTANT NOTICE: The library has posted hours for when the library is open. If your event occurs outside of library posted hours, the contact person must pick up an after hours key the day before your event. The afterhours key is for use at the second White Street entrance.**

### Fees for Meeting Room Use



Select room requested	___ Board Room	___ Community Room
Room Rental Fee per Meeting		Rate for 1st 4 hours \$_____, plus amount for additional _____ hours reserved at \$_____ per additional hour.
A/V Fee per Meeting	+	<input type="checkbox"/> Microphone (\$25) <input type="checkbox"/> Projection(\$25)
Total Fees/ Meeting	=	
Number of Meetings	x	
TOTAL USE FEE	=	

**Deposit for Meeting Room**

A cleaning/ damage deposit of \$100.00 is required of all businesses using the room.

**\*Write separate checks for cleaning deposit and rental fee.**

After scheduled meeting(s) would you like the damage deposit check:

\_\_\_\_\_ Returned \_\_\_\_\_ Destroyed \_\_\_\_\_ Kept as Standing Deposit

Do you already have a standing deposit? \_\_\_\_\_

Rental fee check # \_\_\_\_\_

Damage Deposit Check # \_\_\_\_\_

Total Amount Paid \$ \_\_\_\_\_

**Other Equipment/ Furnishings Needed**

Include a summary of the number of tables, chairs, lecterns, and other furnishings and equipment that may be needed. Note: items may be in use in other areas of the building so please make sure we have a full picture of your needs to best ensure their availability.

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## Rental Agreement

These Guidelines and Policies and the Rental Agreement form the rental contract and are the binding agreement between the Stokes Brown Public Library and the group (lessee) leasing space. This instrument was made and entered into on the date shown below, by and between the Stokes Brown Public Library, hereinafter referred to as "Lessor" and the group represented by the signer below, hereinafter referred to as "Lessee". Lessor hereby leases the Stokes Brown Public Library's meeting room space for the rental period specified on the Event Worksheet.

Said lease is made under the following terms and conditions:

1. In consideration of being granted permission to use the meeting room space, Lessee does forever release and discharge the Stokes Brown Public Library, the City of Springfield, and the Robertson County government, its successors and assigns, and its officers, employees, agents and their heirs, administrators, and executors from any and all causes of action, claims, damages, liability, and loss of services which the Lessee may have against the Stokes Brown Public Library, the City of Springfield, and the Robertson County government, its successors and assigns, and its officers, employees, agents and servants and their heirs, administrators, and executors resulting from any damage or injury which may or might be suffered while the Lessee has the use and/or custody of the meeting room.
2. The Lessee does further covenant with and agree to indemnify and hold harmless the Stokes Brown Public Library, the City of Springfield, and the Robertson County government, its successors and assigns, and its officers, employees, agents, and their heirs, administrators, and executors from all damage, expense, and liability that may or might be incurred while the undersigned has use and/or custody of the meeting room.
3. The premises are to be used by the organization specified in this contract only.

4. The cleaning/damage deposit is refundable 30 days after the event subject to the provisions in paragraph 5 and 6 below, if not left on "Standing Deposit."

5. It is agreed that the Lessee shall take good care of the premises hereby leased and the appurtenances thereof, and shall abide by the terms of this agreement and at the end of the rental term shall deliver up said premises in good order and condition.

6. The Lessee does further agree to replace and/or repair any and all damage to the library building and grounds and to replace and/or repair any and all personal property therein which may or might be damaged and/or lost while the Lessee has the use and/or custody of the meeting room. If damage should be incurred, the cleaning/damage deposit shall not be returned and any such damages or losses in excess of the cleaning/damage deposit shall be paid immediately upon demand by the Lessee to the Lessor. Failure to pay any damages will prohibit future use of the facility. It is suggested that the undersigned consider purchasing liability insurance to cover damages and/or injuries.

7. Title VI Compliance. Both parties to this Agreement acknowledge that they do not discriminate on the basis of race, color, national origin, income, gender, veteran status, disability, or any other protected class, in access to, or operations of its programs, services, activities, or in its hiring practices.

8. Insurance. The Lessor shall continuously have in effect for the term of this Agreement, and for any time after for which the Agreement is still applicable, commercial general liability insurance covering the Lessor in an amount sufficient to cover the liabilities of the Agreement. Such insurance shall insure and provide risk protection to lessee from all claims, which may arise out of or result from services provided by this Agreement when such claims are directly or proximately caused by the Lessor. Upon request, Lessor shall submit to Lessee certificates of insurance insuring Lessor to the effect that it has insured Lessor for all potential liabilities of Lessor covered by this Agreement. Additionally, Lessee shall continuously have in effect for the term of this Agreement, and for any time after for which the Agreement is still applicable, commercial general liability insurance covering the Lessor in an amount sufficient to cover the liabilities of the Agreement. Such insurance shall insure and provide risk protection to Lessor from all claims, which may arise out of or result from the use of Lessor's facilities when such claims are directly or proximately caused by the

Lessee. Upon request, Lessee shall submit to Lessor certificates of insurance insuring Lessee to the effect that it has insured Lessee for all potential liabilities of Lessor covered by this Agreement. Lessee agrees to indemnify and hold harmless the Lessor from any and all claims arising from Lessee's use of the facilities to the extent that such claims are directly or proximately caused by Lessee.

9. Lessee acknowledges that this agreement and the information provided on the event worksheet are public record and must be provided to the public if requested in accordance with Tennessee law.

The Lessee acknowledges that they have reviewed the policies adopted by the Lessor for the use of the meeting room and agrees to abide by such policies.

I/WE, THE UNDERSIGNED, ARE AUTHORIZED BY THE NAMED ORGANIZATION TO ENTER INTO CONTRACTS ON BEHALF OF THE ORGANIZATION. I/WE HAVE READ THE ABOVE RENTAL AGREEMENT, FULLY UNDERSTAND ITS LEGAL MEANING, AND ACCEPT THE RESPONSIBILITIES OF THE LESSEE.

Executed at Springfield, Tennessee, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AGREED AND ACCEPTED BY LESSEE:

Name of Organization \_\_\_\_\_

Print Name of Lessee \_\_\_\_\_

Lessee Signature: \_\_\_\_\_

Library Staff Signature: \_\_\_\_\_

## Post-Event Checklist

Please check the following carefully. The following will partially determine the eligibility of returning all or part of your deposit and/ or assessing fees for damages and/ or cleaning.

### General

- Tables and chairs wiped clean.
- Floor vacuumed if needed. All spills cleaned.
- Trash bags removed from trash receptacles. New bags installed. All trash & trash bags removed from library premises. *The Library does not have a dumpster. You are responsible for trash removal.*
- All Audio/Visual equipment turned off (if applicable).
- All lights are turned off.
- All property that does not belong to the library removed from premises.
- If during library operational hours, please check out with front desk staff.

### Community Room

- Tables and chairs folded and returned to the Storage Closet
- Kitchen counters cleaned with disinfectant (if Kitchen is used).
- Kitchen floor swept.

### After Hours

- If after hours, bathrooms are checked for lingering guests and extreme messes. *\*Please leave in good condition. Staff are instructed to check bathrooms prior to closure each day, so please don't leave them messy after your event.*
- Accessible areas are vacant and exits are secure.
- Access Badge and key returned to the After Hours Book Drop located on White Street (if applicable).



405 White Street Springfield, TN 37172

Thank you for renting a space from the library for your event. You have received this letter because your event occurs outside of the library's operating hours. The following is important information for the use of the room:

Enclosed you should find an Event Access badge that will operate the door at the 2nd White Street entrance. These doors will lock upon closure, so you will need to prop the door open for your guests or assign someone to monitor the entrance.

Your access badge has been set to open the door during the following times:

\_\_\_\_\_ : \_\_\_\_\_ to \_\_\_\_\_

Any attempts to use the access badge even slightly before or after these times will result in denied entry and the door will not release.

Depending on the room scheduled you may or may not receive a key to access the room:

\_\_\_\_\_ The room key is included. Please lock the room upon completion of your event and return with the Event Badge through the night drop.

\_\_\_\_\_ The room key is NOT included. The room should be unlocked upon your arrival. You may leave the room unlocked upon completion of your event.

The bathrooms are available for your use; however, the rest of the library will be inaccessible. Any attempts to enter a locked area may result in contacting law enforcement. Please check the bathrooms before your departure for lingering guests as well as to ensure there are no extreme messes. Any damages will result in the forfeiture of all or part of your cleaning deposit.

Remember to leave the room in the same condition you found it. Please ensure the tables have been wiped down and the floors have been swept and/or vacuumed. If the Community Room is used all folding tables and chairs should be returned to the closet. As per your signed agreement, you are responsible for the removal of all trash. *Please note: the library does not have a dumpster.*

The thermostat has been set to accommodate large groups of people and cannot be modified. We apologize for any discomfort. It may be cool at first, but upon arrival of your guests, you may find the temperature will rise slightly. If you feel that there is a problem with the A/C unit, please let library administration know.

Please vacate the premises upon the end of your agreed rental time. Failure to do so will result in the forfeiture of all or part of your deposit at the rate set forth in the Community Room Usage policy. Immediately following your event, please return your Event Access badge and room key (if applicable) in the envelope provided. You may place the envelope in the Outside Book Drop located on the White Street side under the covered walkway.

In the event of an emergency, please have everyone exit the building and call 911. Since your event is after hours, there may not be staff present in the building. If you need assistance, please call or text \_\_\_\_\_(Library Director's number).

We appreciate feedback, and we hope you will contact us at 615.384.5123 during operating hours to let us know about your experience.

Again, thank you for using the Library's meeting rooms.

Sincerely,

Michelle Adcock, Library Director

