

Art Circle Public Library

Cumberland County

3 East Street * Crossville, TN 38555

931-484-6790 (v) – 931-707-8956 (f)
WWW.ARTCIRCLELIBRARY.INFO

Meeting Room Reservation Packet

The Art Circle Public Library boasts Meeting Room facilities for public use with seating for up to 240 people. These rooms may be scheduled for non-commercial, public service, educational, and cultural functions. The *Meeting Room Policy and Guidelines*, *Fee Schedules*, *Application form*, *Agreement Form*, *Capacity Chart* and *Checklist* (attached) are available at the library as well as online at www.artcirclelibrary.info.

Except for the priorities outlined in the Meeting Room Policy, room reservations are assigned on a first come, first served basis. Please note that fees are dependent upon the choice of room(s), length of use, use of optional equipment, etc. There are 6-foot, rectangular folding tables and upholstered chairs available. Optional equipment offered, most for a modest fee, include a podium, sound system w/microphone(s), multimedia projector, DVD/VCR & TV, overhead projector, slide projector, projection screen, and piano. A catering kitchen, located across the hall from the Meeting Room(s), is available for serving light refreshments or catered meals. There are two credenzas in the hallway outside the Meeting Room on which food and refreshments may be served to invited guests.

Patrons who would like to reserve a meeting room should contact James Houston, Deputy Director or Kristen Tabor, Assistant Deputy Director using the contact information below. Once a date is confirmed, a patron may secure the reservation by reading, signing, and returning a copy of the *Meeting Room Policy and Guidelines*, an *Application Form*, a *User Agreement Form*, a *Meeting Room Checklist Form*, and a check for fees required for the use of the room(s).

Please note, during library hours and for no charge, there are three private study rooms available for use by library patrons.

James Houston, Deputy Director
(931) 484-6790 ext. 241
James.Houston@ArtCircleLibrary.Info

Kristen Tabor, Assistant Deputy Director
(931-484-6790 ext. 242
K.Tabor@ArtCircleLibrary.Info

MEETING ROOM POLICY AND GUIDELINES

MEETING ROOM POLICY

The Library Director or designee is responsible for the implementation and enforcement of the Meeting Room Policy and Guidelines. The Library Director reserves the right to deny use of any Library space or terminate any Group's use if he/she deems any of these terms have been violated, or if he/she reasonably deems it in the best interest of the library or its patrons. The Director's decision may be appealed to the Library Board of Trustees (Board), which shall have final say.

The Art Circle Public Library provides meeting rooms for use when space is available. The primary purpose of the Library's meeting rooms is to first provide space and accommodate the needs of library-sponsored programs and services, agencies of Cumberland County and City of Crossville governments, and fees will be waived for them.

The Library Meeting rooms are not available for commercial ventures.

Library Meeting Rooms may not be used for religious services. The rooms may be used by religious organizations for business meetings or study groups.

Library Meeting Rooms may not be used to promote any political agenda, cause, or candidate, either overtly or implied. Forums or programs that present all views may be held.

These guidelines have been implemented to ensure fair and equitable access to the meeting rooms by all eligible groups. No group will be denied access to a meeting room based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law.

While occupying a room at the Art Circle Public Library, Groups shall not exclude any individual from attending a meeting or other gathering based on the individual's race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law.

The *Meeting Room User Agreement Form* as well as all other required application forms must be completed, signed and returned to the Library before any meeting room may be reserved. The Library director or designee reserves the right to refuse the use of any room whenever such use does not conform to these policies. The signatory to this document (hereafter referred to as "User") shall provide or make available the information contained in these policy guidelines to all individuals attending the meetings or, if under twenty-one (21) years of age, their guardian.

GUIDELINES FOR MEETING ROOM USE

1. The Library's Meeting Rooms may be scheduled for non-commercial, public service, educational, and cultural functions only during library hours.

Programs for the purpose of the sale, advertisement or promotion of commercial products or services or the solicitation for the future sale of commercial products, are prohibited. The sale of a commercial product in the meeting rooms is prohibited.

Fundraising is not permitted except for the benefit of the Library or charitable activities approved by the Board.

2. Admission fees may be charged only for Library functions or events to benefit the Library. Reasonable charges for materials used in a function are permissible but may not be a condition of admission.
3. A library representative must be allowed to enter the Meeting Rooms, hallways, kitchen or any other area within the Library at any and all times and for any reason.
4. Copies of the *Meeting Room Policy and Guidelines* and the *Meeting room user Agreement Form* may be obtained at the Art Circle Public Library, located at 3 East Street, Crossville, TN.
5. The *Meeting Room User Agreement Form* and the *Meeting Room Policy and Guidelines* must be signed, completed in full, and submitted to the Library along with all fees to confirm reservations.

User may request to reserve Meeting Room(s) for a series of days subject to the restrictions contained herein.

6. Room reservations are assigned on a first come, first served basis. Reservations may be made up to twelve (12) months prior to the date of the scheduled meeting.

No reservations shall be made on holidays observed by the Library.

Any group requesting the use of a meeting room shall not use the Library as their mailing address, nor may they state or imply that the library sponsors or endorses any activities of the group.

7. Use of each meeting room is limited to the number of people as outlined below. Fire code requires that no group exceed these capacities

MEETING ROOM	Room Dimension	Configuration	Maximum	Recommended Maximum
Plateau (Conference)			16	16
Cumberland A&B	34W x 67L	Banquet Tables	186	168
		Classroom	120 (10 rows** of 3 tables)	90 (10 rows** of 4 tables)
		Auditorium	240	225
		Standing	332*	
Cumberland A	34W x 40L	Banquet Tables	114	96
		Classroom	72 (6 rows** of 4 tables)	54 (6 rows** of 3 tables)
		Auditorium	135	120
		Standing	207*	150
Cumberland B	34W x 27L	Banquet Tables	72	42
		Classroom	36 (3 rows** of 4 tables)	27 (3 rows** of 3 tables)
		Auditorium	75	60
		Standing	125*	100

*Mandated by Fire Marshall

**Does not allow for head table or coffee service tables

8. The library reserves the right to reschedule or relocate any meeting at its sole discretion and at any time. Every attempt will be made to contact groups so they can make other arrangements, if necessary.
9. Fees will not be refunded if User fails to cancel before sixty (60) days prior to the event. Exceptions may be made in case of emergencies.
10. Groups consisting of individuals under the age of twenty-one (21) must have an adult, over the age of twenty-one (21), request the reservation and remain present for the duration of the scheduled meeting time. In addition, said groups must have at least one (1) adult (including scheduling adult) for every five (5) minors in attendance for the duration of the scheduled meeting time.
11. Meetings must be held within the confines of the meeting room(s) reserved. Users shall not cause a disturbance to those using the Library's public areas or other meeting areas and must not disrupt library operations. (Please see #30)

12. Children must be supervised at all times. At no time shall a child be left unattended. Library policy requires that children age eleven (11) and under be under the direct supervision of a parent or guardian age 16 or over. The Library shall not be held responsible for children left unattended while a parent or guardian attends a meeting in the Library's Meeting Room(s).
13. No pets are allowed in the Library except service animals used by physically impaired persons as provided by law.
14. The Meeting Room(s) and Conference Room and study/conference rooms are available for use during the following library hours: (see fee schedule on registration form):
 - Monday, Tuesday, Thursday, Friday 8:00 am-7:00 pm
 - Wednesday & Saturday 8:00 am-4:00 pm

Groups using the Meeting rooms shall allow sufficient time within its reservation period to complete their room set-up, take down and clean up. At no time shall a meeting extend beyond the scheduled meeting hours.

15. The condition of the Meeting Room will be noted before and after the meeting for the purpose of reporting/recording any damage(s) to/within the Meeting Room or related areas made before and during the reserved period. Failure by Library Staff or the User to conduct a walk through before the meeting will in no way limit the Library's ability to collect for damages caused by the User or the Group. A user checklist will be provided and should be completed for each meeting held in the library's meeting facilities. Groups having standing reservations will also complete a new checklist for each meeting
16. The User agrees to provide a greeter to stand at the door to guide attendees into the reserved meeting Room. As an alternative to a greeter, the User may post a small sign directing attendees to the meeting Room. **Signs shall not be attached to walls, ceilings, glass or woodwork in the library.** Library staff will not be responsible for directing attendees to meeting rooms.
17. The Library provides tables and chairs for group use. A/V, multimedia, and public address system, easels, lecterns, piano, and some other equipment may be available. See fee schedule for availability and fees for use.
18.
 - Table and chair arrangements are the sole responsibility of the group reserving the room. The number of tables and chairs needed will be determined by the number of attendees expected and by the configuration of the room, and must be determined at the time the room is reserved. Diagrams of possible configurations and charts indicating the capacity of that arrangement in a particular room will be provided upon request.
 - Library staff will not be available to set up, tear down, or move tables or chairs.
 - Access to the table/chair storage areas will be provided to the person responsible for reserving the room.
 - Tables and chairs must be returned to storage unless otherwise instructed. Additional tables and chairs and tables and chairs used in the Meeting Room Lobby should also be returned to the storage closet.
 - **The User or Group under any circumstances shall not attach anything, including adhesives, to ceiling, walls, or woodwork within the Library.**
 - Candles are strictly prohibited.

- Live Plants and floral arrangements must be in appropriate storage containers to protect furniture and floors.
 - The library director or designee shall pre-approve any equipment or other items requested to be used by the User or Group. Applicable fees must be paid in advance.
 - The library Director or designee reserves the absolute right to refuse permission for the use of any equipment or use of private items.
 - Outside doors of Meeting Rooms must not be propped open.
 - Piano must remain covered unless reserved. Moving or attempting to move the piano is prohibited.
 - Nothing may be placed on piano or bench. Do not lean, sit, or stand on the piano.
 - Bench may not be moved away from piano. No one may sit on the piano bench except the person playing the piano.
19. The User and/or any other individual shall not block or lock any doorway within the Library. All doors are fire exits and therefore, shall not be blocked or locked. Any violation of this section shall result in immediate termination of this agreement and the User and/or Group shall vacate the room at once. Any injury or death to any person occurring due to the blockage or locking of any doorways or other exits, will be the liability and responsibility of the user and/or each individual of the group using the meeting room at the time of the injury.
20. Vehicles may drop off large items to be used by the group, but must stay on paved parking lot areas. No individual may use the library's loading dock for delivering meeting items or for any other items without the permission of the Library Director. The library staff will not be responsible for receiving or storing any delivered items needed for meetings on behalf of the User or group. Library will not accept any item mailed or delivered to the Library on behalf of any user or group.
21. Users and guest must use Library parking spaces or street parking. Under no circumstances will parking/driving on the sidewalks or grass be tolerated. Failure to abide by this rule shall be cause for the Library to tow vehicles at the owner's expense.
22. The Library will not be responsible for any items, supplies, materials, or equipment brought in or left by the user or group before, during or after their reserved time. The Library shall not provide storage facilities or supplies of any kind. All of the group's property must be removed from the Meeting room at the conclusion of the reserved time. Any items, supplies, materials, or equipment left at the Library may be discarded by the Library without any liability to the User, group, or owner of the item.
23. A catering kitchen, located across the hall from the Meeting Room(s) is available for serving light refreshments or catered meals. No food preparation is permitted. Full food service requires use of the catering kitchen. Food and drinks are permitted only in the Meeting Rooms and the Meeting Room Lobby.
- The kitchen facilities in the Staff Break Room are for staff use only.
24. No smoking shall be permitted in the Library building. Users must follow Library policies regarding food and beverages in the library proper.

25. The User and individual group members are not permitted to move or adjust the dividing wall in the center of the room, as it can easily get off track. Room division or un-division can only be done by library personnel.
26. The User or other group member must immediately report to Library staff any accident involving personal injury or damage of library property no matter the cause of the injury or damage. If something occurs, a representative from the group must complete and provide Library staff with an Incident Report Form. Incident Report forms are available at the front desk of the library.
27. The meeting facilities, adjacent hallway, kitchen or any other area used by the group must be left in a clean and orderly condition.
- **Trash:** User must dispose of their own garbage either by using the library's dumpster in the enclosure outside the Webb Avenue entrance to the Meeting Room Lobby, or by removing from library property. Garbage bags are provided by the library.
 - **Tables:** All tables used must be wiped down using cleaning products supplied by the library.
 - **Chairs:** User should not apply any cleaner to or attempt to clean upholstered chairs, except to immediately blot spills. Spills should be called to the attention of the library staff.
 - **Floors:** A vacuum cleaner for the User's use is located in the storage closet across the hall from the Meeting rooms. Vacuuming is required after every meeting.
 - **Kitchen:** Must be completely cleaned, counters wiped down, trash removed and floors swept.
28. Groups and/or individuals who leave the meeting facilities and/or nearby areas in a damaged or dirty condition must pay all costs incurred by the Library to clean and/or repair damages directly or indirectly caused by the group to the library's facility or equipment. Cleaning and/or damage costs shall first be determined by the Library Director. All costs shall be assessed to the User. The person signing the agreement forms agrees to remain responsible for any and all damages occurring during the use of the meeting room.
- If legal action is required to remedy claims for damages, the User will be responsible for all costs associated with such action, including attorney fees.**
29. In addition to monetary compensation, Users, groups and individuals who leave the Meeting room in a damaged or dirty condition will not be permitted to use the Meeting facilities again.
30. Groups using the Meeting facilities should not conflict with or disturb other library activities, needs, or uses. Excessive noise or any disruption to the patrons, other meetings, or the daily functions of the Library is not permitted and shall not be tolerated under any circumstances. Music and noise must be kept to a reasonable level.
31. Groups creating disturbances or engaging in any other behavior that results in Library patron and/or staff complaints will not be permitted to use the Meeting facilities again.
32. No smoking is permitted in any part of the Library, including the public restrooms. For the comfort of all Library visitors and users, please refrain from smoking in front of any Library entrance/exit doors.
33. If a tornado or fire alarm is sounded the Library staff will follow storm safety and fire evacuation procedures outlined in its emergency procedures manual. Users agree to ensure that all individuals present at their meeting will follow the Library staff directions and/or procedures for emergencies.

34. All individuals and the Group as a whole agree to indemnify and hold harmless Cumberland County, Art Circle Public Library, its employees and/or agents from any judgments, claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of any Group, its members, employees and/or agents in connection with the use of the Library's meeting rooms, or while present in Art Circle Public Library facilities.

35. For the protection of the library's technical equipment:

- Connections/disconnections of sound equipment, multi-media equipment (including User's laptop), and other A/V equipment may be **done by or with the assistance of authorized library personnel only**. Equipment will be connected by authorized library personnel based on the needs of the User, as close as possible in advance of the User's reservation slot, and never when other Users will be in the designated area.
- MultiPodium Presentation Stand **must not be moved out of position** (except to rotate the stand **in place** 90° so that presenter can stand behind it, facing the front of the area).

Under no circumstances is the stand to be moved away from the wall or from its location.

Any violation of the above will result in:

Immediate removal of the stand/equipment from the meeting area and cessation of the use of the equipment by the User

36. In addition to these policies, the User, and all individuals attending meetings agree to abide by and are subject to ALL Library rules and regulations.

By signing this form, the user agrees that he/she has read and understands each of the above guidelines and is authorized to represent the User.

Users Signature

Date

Group Name

Approved by the Cumberland County Library Board of Trustees on Tuesday, September 15, 2009; Amended Tuesday, July 20, 2010; Amended Tuesday, November 20, 2012; Amended Tuesday, March 19, 2013.

Fee Schedule for the use of Art Circle Public Library Meeting/Conference Room(s)

Use of the Art Circle Public Library meeting and conference rooms are only available for use during library hours. Meeting and conference rooms are not available after close of business.

Rental Fees

Use of Meeting Room Lobby/Credenza immediately adjacent to the room is included in room rental fee. Use of the catering kitchen is included in room rental fee.

During Library Hours:

Monday, Tuesday, Thursday, Friday – 8:00 a.m. to 7:00 p.m.; Wednesday & Saturday – 8:00 a.m. to 4:00 p.m.

Hours Reserved	Cumberland Room B	Cumberland Room A	Cumberland Room A & B	Plateau Conference Room
4 hours or less Per day	\$100.00	\$150.00	\$200.00	n/a
4 hours or more Per day	\$150.00	\$200.00	\$300.00	n/a
				\$20.00 per hour *2 hour minimum

Optional Equipment Fees:

Podium:	no charge
Sound System w/microphone(s)	\$25.00
MultiMedia Projector: (User's laptop, VCR/DVD	\$10.00
DVD/VCR & TV:	\$10.00
DVD/VCR & MultiMedia Proj.:	\$20.00
Overhead Projector:	\$10.00
Slide Projector:	\$10.00
Projection Screen:	no charge
Piano	\$25.00

Approved by the Cumberland County Library Board of Trustees on Tuesday, September 15, 2009; Amended Tuesday, August 17, 2010; Amended Tuesday, November 20, 2012; Amended Tuesday, March 19, 2013.

Application Form Use of Art Circle Public Library Meeting/Conference Room(s)

Day of Week: _____ Date of Meeting: _____

Start Time (include set-up): _____ End Time (include cleanup): _____

Name of Lessee Group: _____

For Profit: _____ Non-Profit: _____ Individual/Private group: _____ Fee Exempt: _____

Purpose of Meeting: _____

Responsible person: (Name) _____

Contact information (responsible person)

Phone(s) (day) _____ (evening) _____ (cell) _____ (Fax) _____

E-mail: _____ Library Card #/Photo ID: _____

Mailing Address: _____

Number expected to attend: _____

Room Arrangement: Banquet _____ Classroom _____ Auditorium/Theatre _____ Other (specify) _____

Choice of Room(s): (see capacity chart [311.3])

Cumberland Room A&B _____ Cumberland Room A _____ Cumberland Room B _____ Plateau Conference Room _____

Optional Equipment: The following are items that are available upon request (some fees may apply; some have limited availability):

___ Podium:	no charge	_____
___ Sound System w/microphone(s)	\$25.00	_____
___ MultiMedia Projector: (User's laptop, VCR/DVD)	\$10.00	_____
___ DVD/VCR & TV:	\$10.00	_____
___ DVD/VCR & MultiMedia Projector	\$20.00	_____
___ Overhead Projector:*	\$10.00	_____
___ Slide Projector:*	\$10.00	_____
___ Projection Screen:	no charge	_____
___ Piano (Cumb. Room A or A&B only)	\$25.00	_____

*limited availability

May the library include your event in library promotions? Yes _____ No _____

For Library Use Only:

Total Room Fee _____

Total Optional Fees _____

TOTAL FEES DUE _____

Art Circle Public Library of Cumberland County
 3 East Street ~ Crossville, TN 38555 ~ 931-484-6790 ~ www.artcirclelibrary.info ~ Fax #: 931-707-8956

**Art Circle Public Library
Meeting Room User Agreement Form**

Total Fees Due	Total Fees Received	Date	Receipt Number
\$	\$		

Note:

Please make check payable to the **Art Circle Public Library**. In case of user cancellation, fees will be refunded only if the Meeting Room Coordinator for the Art Circle Public Library is notified at least sixty [60] days before scheduled use.

The undersigned hereby states that he or she, on behalf of the using organization:

1. Has read and agrees to abide by the Art Circle Public Library's Meeting Room Policy & Guidelines.
2. Has authority to sign this application for the organization named on the Application Form.
3. Agrees to release and hold harmless the Art Circle Public Library, its staff and the Library Board of Trustees, and/or Cumberland County, for any and all claims for personal injury or property damage that may arise from the use of said facility by the applicant and guests therein.
4. Agrees that the User will be responsible for any damage to the facility or damage to or loss of Library equipment.

Name of Lessee / Group: _____

Signature of Applicant _____ ID _____ Date _____

For Library Use Only:

Approved by _____ Title _____ Date _____

Not Approved by _____ Title _____ Date _____

Comments _____

Other Information _____

Art Circle Public Library of Cumberland County
3 East Street ~ Crossville, TN 38555 ~ 931-484-6790 ~ www.artcirclelibrary.info ~ Fax #: 931-707-8956

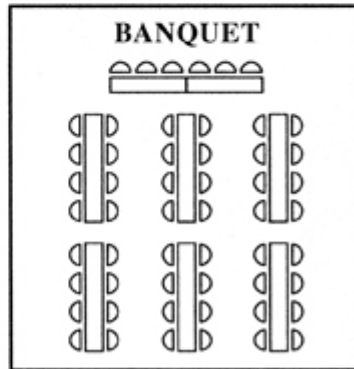
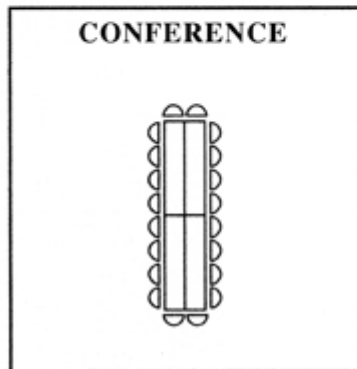
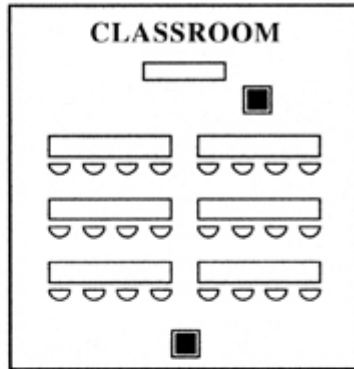
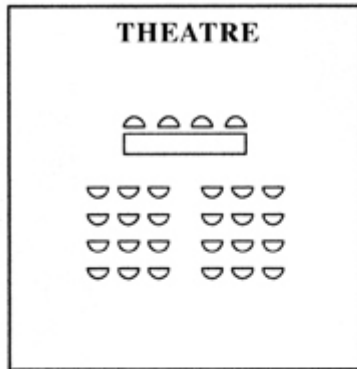
**ART CIRCLE PUBLIC LIBRARY
MEETING ROOM CAPACITY**

MEETING ROOM	Room Dimension	Configuration	Maximum	Recommended Maximum
Plateau (Conference)			16	16
Cumberland A&B	34W x 67L	Banquet Tables	186	168
		Classroom	120 (10 rows** of 4 tables)	90 (10 rows** of 3 tables)
		Auditorium	240	225
		Standing	332*	
Cumberland A	34W x 40L	Banquet Tables	114	96
		Classroom	72 (6 rows** of 4 tables)	54 (6 rows** of 3 tables)
		Auditorium	135	120
		Standing	207*	150
Cumberland B	34W x 27L	Banquet Tables	72	42
		Classroom	36 (3 rows** of 4 tables)	27 (3 rows** of 3 tables)
		Auditorium	75	60
		Standing	125*	100

*Mandated by Fire Marshall

**Does not allow for head table or coffee service tables

Approved by the Cumberland County Library Board of Trustees on Tuesday, September 15, 2009; Reapproved Tuesday, March 19, 2013.



ART CIRCLE PUBLIC LIBRARY MEETING ROOM USER CHECKLIST

A checklist should be completed before and after each event held in the library's meeting facilities. Whenever possible, a library staff member will accompany User while completing checklist. Groups having standing reservations will also complete a new checklist for each event.

Group Name _____ Date _____

Responsible Person for Group _____ Phone _____

Room(s)/Areas used _____

	<i>Before Event</i>	<i>After Event</i>
<i>Kitchen</i>		
Clean counters & sink		
Empty refrigerator		
Remove trash from building		
Remove extra tables/chairs		
Clean floor		
<i>Meeting Room Lobby</i>		
Clean floors		
Remove and store tables and chairs		
Credenzas clean and cleared		
<i>Meeting Room(s)</i>		
Spills on carpet		
Vacuum carpet		
Spills on chairs		
Washed tables		
Check walls for marks/splatters		
Check walls for anything attached		
Remove trash from building		
A-V/Sound equipment (if used)		
Turned off		
Microphones (counted, condition)		
Amplifier		
MultiMedia Projector		
DVD/VCR		
TV		
Overhead Projector		
Slide Projector		
Projection Screen		
Piano		

Additional Staff Notes:

Signature of User _____

Signature of Staff Person _____

Approved by the Cumberland County Library Board of Trustees on Tuesday, September 15, 2009; Reapproved Tuesday, March 19, 2013.