

## **Martin Public Library**

### **Meeting Rooms Policy**

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Providing meeting room space for Library sponsored events and community groups is a value-added component of the Martin Public Library. The Martin Public Library Community Meeting Room Policy and Rules of Use are set forth to provide fair and equitable space to cultural, informational, civic activities and educational experiences. The library strives to maintain welcoming and inclusive public spaces. The community meeting rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use, and the use of the meeting room does not constitute the Library's endorsement or advocacy of a meeting's content or an individual/group. For purposes of these policies, "community meeting room" includes the Library Board Room, the Historical and Genealogical Room, the Tennessee History Room, and the Computer Classroom. The Martin Event Center is available for use in some instances. Anyone booking that space is subject to the Event Center policies developed by the City of Martin. Events will be scheduled according to the following policies:

#### **Priorities for Scheduling**

Programs sponsored by the Martin Public Library will have priority for meeting room use. Other group meetings will be scheduled on a first-come/first-served basis. The meeting rooms are available to both individuals and organized groups. The Library Board of Trustees may override this provision if the Board deems extenuating circumstances are involved.

Restrictions: The meeting room may not be used for private, individual or group parties such as birthday parties, showers, teas, receptions, weddings, church services, etc.

#### **Reservations**

##### **Advance Reservations**

Meeting rooms may be reserved up to twelve months in advance. Groups meeting monthly throughout the year are given preference over groups which meet occasionally. All room set-up and clean-up must be figured into the reserved time period. Users are responsible for leaving the room in pristine condition.

## **Hours Available**

Meeting rooms are available Monday, Tuesday, Wednesday and Friday, 9:30 am – 5:30 pm, Thursday, 9:30 am – 8:00 pm, and Saturday, 9:30 am – 12:00 pm.

## **Paperwork Required**

To reserve the meeting room one must complete the “Meeting Room Reservation Form”. This form is available at the main desk of the library. The person signing the form will be held responsible for all clean-up fees and damages and all cost associated with collecting delinquent fees. Applicants must be age 18 or over.

## **Admission Fees and Sales**

Except for the library and its affiliated organizations, groups using the meeting room may not charge an event or meeting admission fee. In addition, they cannot sell items or services at any meeting or event.

## **Audio and Visual Equipment**

The meeting rooms are equipped with the following audio/visual equipment:

**Library Board Room:** Smart Television mounted to the wall with HDMI cord for connection to laptop (a cord with adapters for other connections is available upon request), a webcam for virtual meetings.

**Genealogy Room:** Smart Television mounted to the wall with HDMI cord for connection to laptop (a cord with adapters for other connections is available upon request)

**Computer Classroom:** Mobile Smart Board with HDMI cord for connection to laptop (a cord with adapters for other connections is available upon request), laptops available for in-house checkout while room is in use.

**Tennessee History Room:** No A/V equipment is available in this room.

## **Cancellation**

The Library should be notified of any cancelled meetings as soon as possible, preferably at least 5 days before the event. Meeting may be rescheduled due to extenuating circumstances, such as inclement weather. Cancellations are accepted by phone at 731-587-3148 or emailed to [kparr@martinpubliclibrary.org](mailto:kparr@martinpubliclibrary.org) or [mpl@martinpubliclibrary.org](mailto:mpl@martinpubliclibrary.org).

## **General Policies**

### **Charges**

There will be no charge for use of the meeting room.

### **Endorsements**

Use of the meeting room does not constitute Library endorsement of the viewpoints expressed by the participants in any program conducted at the library. No advertisement or announcement implying such endorsement will be permitted.

### **Open Access**

Library representatives may enter the room in use at any time.

### **Room Configuration**

**Library Board Room:** This room is equipped with one large conference style table and fifteen chairs. This room should not be reserved for groups larger than fifteen.

**Genealogy Room:** This room is equipped with one large conference style table and chairs. This room should not be reserved for groups larger than twenty.

**Computer Classroom:** This room is equipped with ten tables and thirty chairs. This room should not be reserved for groups larger than thirty.

**Tennessee History Room:** This room is equipped with a piano and eight chairs.

Furniture and/or equipment from other areas of the library may not be brought into the meeting rooms without prior approval from the library staff.

### **Piano**

The piano is located in the Tennessee History Room. If use of the piano is needed, library staff must be notified in advance.

### **Food and Drink**

Food and drinks are not permitted without approval of the library staff. Groups reserving the meeting rooms should discuss any plans for light refreshments with the director prior to their reservation.

## **Smoking and Alcohol**

No tobacco or alcohol will be permitted in the library or meeting rooms.

## **Clean-Up**

Meeting rooms must be cleaned after the event. All trash must be placed in trash bags and container (janitor will remove). Garbage bags will be provided by the library. All tables used should be cleaned as necessary. The meeting room should be clean and vacated fifteen minutes before the library closes. If not left in pristine condition, clean-up charges at \$25.00 per hour will be sent to the responsible organization.

## **Emergencies**

The Library and City government reserve the right to cancel a reservation in an emergency situation.

## **Damages and Liability**

The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group, or organization using the meeting room. The Library Board of Trustees and staff will not assume liability for groups or individuals attending a meeting at the library. Any individual or group holding a meeting in the library must release, indemnify, and hold harmless the Martin Public Library Board of Trustees, Weakley County, the City of Martin, their officers, agents and employees from any and all claims for injuries, damages, or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting. Any individual, group or organization using the meeting room shall be held responsible for willful or accidental damage to the library building, grounds, collections or equipment caused by the group or organization, its members or individuals attending the program. **If there is any damage, the library staff will notify the organization immediately and the organization will pay for repairs and/or replacement. Work to repair or replace items or structure will be done by persons or companies chosen by the Library Board of Trustees.**

Failure to abide by the Library's meeting room policies and rules of conduct may result in the cancellation of, or refusal of future reservations.

## Martin Public Library Meeting Room Reservation Request and Agreement

Date of Event \_\_\_\_\_

Meeting Room Reserving \_\_\_\_\_

Reserved Times (must include set-up/break-down time)

From: \_\_\_\_\_ (am/pm) To: \_\_\_\_\_ (am/pm)

**Name of Individual/Organization/Group** \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact person for event: \_\_\_\_\_

Is this event or meeting open to the general public? Yes \_\_\_\_\_ No \_\_\_\_\_

Audio/Visual needs: \_\_\_\_\_

Any A/V assistance needed should be communicated upon room reservation.

I have read the Meeting Room Policy for the use of the Martin Public Library Meeting Rooms and will insure that I, or my organization, if applicable, am in compliance. I and my organization releases, indemnifies, and will hold harmless the Martin Public Library Board, Weakley County, and the City of Martin, their officers, agents, and employees, from any and all claims for injuries, damages or loss which may arise or which may have risen out of or in connection with the meeting. I understand that I will be responsible for all damages and clean-up costs, plus cost of collection, if any, resulting from the use of the facility.

Signature \_\_\_\_\_ Date \_\_\_\_\_