

The Hamblen County Board of Trustees of the Morristown Hamblen Library
George S. Hale Community Room Policy
 Approved 05/25/16 effective 07/01/2016

Group A

- Civic, community, educational and governmental meetings open to the public with no admission fee and no soliciting, selling, or fundraising.

Group B

- Business/Industry groups, religious groups, partisan and bi-partisan political groups, or individuals or groups hosting events that are personal or social in nature (parties, showers, etc.) and/or any other type of meeting closed to the public which charge admission or registration fees and/or at which soliciting, selling, or fundraising occurs. Corporate supporters of the Friends of the Library may use the room up to ten times during the year for their \$250 donation.

Fees

	Half Day (4 hours)	Full Day (8 hours)
Group A	\$25	\$50
Group B	\$50	\$100

*Audio/Visual Equipment - Presentation equipment TV/DVD/VCR, overhead projector, LCD projector, screen, etc.

**Kitchen Fee - Use of the kitchen, refrigerator, ice machine, microwave and sink.

Fees will be refunded if a group cancels 48 hours or more in advance. If less than 48 hours notice is given or a group is a no-show, all fees will be retained.

Regulations and Restrictions (Violations of the following points will be dealt with according the severity of the offense.)

- No alcoholic beverages or candles are permitted in the Community Room or anywhere on library property. (Violation is cause for immediate removal.)
- No RED drinks! (They create a serious stain problem – you will be charged for cleaning.)
- Smoking is only allowed in designated areas outside on library property.
- Library programs will be given priority for scheduling.
- Library staff may attend or observe any meeting or any program at any time.
- Library staff will not be available for help other than making sure that appropriate furnishings are available in the room prior to each meeting.
- The maximum set up for the room is 65 chairs at tables, 80-100 open seating and 120 persons with standing room only.
- Two applicants over 18 years of age with Morristown Hamblen Library card accounts in good standing must sign for the room. At least one applicant must be present in the

community room during the entire period of use. If unavoidable circumstances prevent an applicant's presence, both applicants will still be held equally responsible for any damages sustained to the community room and/or the contents thereof. **Applicants will be held liable for the actual cost of cleaning and/or repair.**

- Juvenile groups may use the Community Room provided they are supervised by at least one adult for every ten juveniles. Those adults must be 25 years or older and shall be designated as the group representatives.
- **Only applicants who sign the community room application can pick up the key.**
- Furniture may be rearranged but must be returned to the configuration as outlined on the checklist on the Community Room wall at the end of the meeting.
- Groups are responsible for leaving the Community Room cleaned up according to the checklist posted on the Community Room wall. **Failure to do so will result in the group being charged a cleaning fee and/or denied further use.**
- Groups holding multiple meetings must receive permission in advance from the Library Director, Assistant Director and/or the Board of Trustees. Applications for recurring reservations will only be valid for one year. Permission can be revoked at any time for any reason.
- Permission to use library facilities does not constitute endorsement of or agreement with a group's purpose, activities, or views. Advertisements, announcements, press releases, flyers, etc., relating to non-library sponsored meetings should not imply that the meeting is sponsored by the library. Do not put the library telephone number as a contact.
- Meeting activities must be confined to community room space.
- Meeting space will not be held until application form and/or related fee are received.
- Do not attach any signs/decorations to the walls, posts, or ceiling.
- Library meeting facilities cannot be used for any purpose contrary to local, state or federal law.
- The Hamblen County Board of Trustees reserves the right to make changes to the policy, guidelines, and fees for use of library facilities at any time as it deems necessary and proper.
- The library assumes no responsibility for personal injury, property damage, or loss of personal property incurred while using the community room. This includes personal property of attendees and the library does not guarantee parking facilities for those using the community room.