

## KNOXVILLE PUBLIC LIBRARY MEETING ROOM POLICY

### **Purpose:**

The Knoxville Public Library provides public access to its meeting rooms, study and conference areas for use by individuals, community groups, and organizations in accordance with this policy.

The American Library Association's "Interpretation of the Library Bill of Rights: Meeting Rooms" says, in part, "a person's right to use a library should not be denied or abridged because of origin, age, background, or views."

Use of meeting room/conference/study areas in no way implies library endorsement of ideas expressed in meetings or the aims or goals of individuals or groups using these spaces.

### **Priority for Use of the Meeting Rooms:**

1. Primary use of the program rooms is reserved for library activities and programs.
2. Civic, community, cultural or educational purposes.
3. Tutoring, studying, test taking, and professional parent/child visitation sessions.

### **Scheduling:**

1. Reservations will be on a first come, first served basis, under priority guidelines.
2. Reservations may be made 6 months in advance.
3. Each organization must have the signed form with a member accepting responsibility for the facilities on file before using the room.
4. The organizations' representatives requesting the reservations must give their own names and phone numbers, the identity of the group, and an estimate of how many will attend.
5. Meetings must start during regular library hours and be finished 15 minutes prior to the closing of the library unless prior permission is given by the Library Director.

### **Fees:**

- Generally, the meeting rooms may be used during the hours that the library is open. If an event is scheduled to begin or end outside regular library hours, \$20.00 an hour will be charged to help pay staff supervision.
- The meeting room, study rooms, and conference room are available at no cost to educational, cultural or civic meetings or programs of area non-profit organizations, with the understanding that the meetings are also free of charge.
- Tutoring, studying, test-taking, and court directed parent/child visitation sessions can be scheduled at no cost.
- Business organizations and private parties may use the room (meetings with clients, staff training, and job recruitment) at the discretion of the Director. Meetings should not exceed 4 hours.
- The library will bill for loss or damage of library property and cleaning expenses, if the rooms are not left in good condition.

### **Guidelines for Use:**

- Meetings that disrupt normal library functions will not be permitted, for example: excessive crowds, excessive noise- see Patron Behavior Policy. Failure to abide by the library's policies and procedures may result in suspension or termination of meeting room privileges.
- Groups using the meeting rooms should not leave children unsupervised in the meeting room or in the main library.
- Smoking, controlled substances, and alcohol are not permitted.
- Food and beverages are allowed with prior approval by the Library Director.
- Library personnel must have access to the meeting room at all times and the library retains the right to monitor all meetings on library premises. When in use, all public meeting/conference/study rooms are to remain unlocked.
- The Knoxville Public Library name must not be used as an event sponsor (implied or otherwise) or endorsement unless permitted in writing by the Library Director.
- The library is not responsible for the loss or damage of private property or for any accidents that may occur.
- The library reserves the right to cancel a reservation if the space is required for its own use or use by the City of Knoxville. Every effort will be made to give adequate advance notice.
- Cancellations should be made as early as possible. The organization is responsible for notifying members of schedule changes.
- Room capacity will set the limit for number of people allowed in the meeting, conference, and study rooms. Use of meeting rooms is limited to four (4) hours.

Approval of meeting room situations not described here will be determined by the Library Director, who is authorized to establish reasonable regulations governing use of the meeting rooms and related fees. A request for exceptions to this policy can be submitted in writing to the Knoxville Public Library Board and will be considered at the next regular monthly meeting.

Approved by the Knoxville Public Library Board

Date: July 10, 2019