

# KNOXVILLE PUBLIC LIBRARY

## MEETING SPACE POLICY

### I. Purpose:

The Knoxville Public Library provides public access to its meeting rooms, study and conference areas and outdoor space 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." Iowa's Civil Rights laws forbid discrimination on the basis of race, sex, sexual orientation, gender identity, national origin, religion, or disability.

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

### II. Priority for Use of the Meeting Spaces:

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

Non-Qualifying Indoor Meeting Room Uses:

1. Political fundraising purposes (political forums and listening posts are permitted).
2. Weddings, showers, banquets, birthdays, reunions or individual/private parties.
3. Commercial use where personal or business profits are the chief aim of the meeting and do not benefit the community.
4. Selling or fundraising is prohibited in the library's meeting/conference/study rooms except for events that benefit the library or city.

Usage of the outdoor space, also known as Dixie's Garden, falls under the city ordinances.

### III. 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 space.
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.

### IV. 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, \$40 per hour or its increments 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 individuals 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, cleaning expenses, and re-arrangement of tables and chairs if the rooms are not left in good condition. Minimum fee for loss or damage is \$25 and has to be reconciled before use of the space.

## **V. Guidelines for Use:**

1. 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.
2. Groups using the meeting rooms should not leave children unsupervised in the meeting room or in the main library.
3. All nonprofit meetings shall be open to the public and not limited to membership of the group or organization sponsoring the meeting. No fees may be charged for attending the meeting.
4. Smaller groups may be asked to move into smaller rooms to accommodate a larger group.
5. Smoking, controlled substances, and alcohol are not permitted.
6. Food and beverages are allowed with prior approval by the Library Director.
7. 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.
8. 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.
9. The library is not responsible for the loss or damage of private property or for any accidents that may occur.
10. 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.
11. Cancellations should be made as early as possible. The organization is responsible for notifying members of schedule changes.
12. 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.

13. **The library reserves the right to refuse use of the rooms to individuals or groups who do not adhere to library policies or meeting room terms of use or are disruptive to normal library operations.**

## **VI. User Responsibilities:**

1. Library property stored in the meeting rooms may not be removed or transferred to other areas without prior approval from staff.
2. Reservations will be held for fifteen minutes after the beginning of a room reservation and will be cancelled if the individual or group does not check in for the reservation in the time frame.
3. Set up and arrangement of chairs and tables and tear down to leave the room in its standard arrangement are the responsibility of the user. For the Weiler Room, the image is located on the wall.
4. Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of authorized library staff.
5. Refreshments are allowed with prior permission from the Director. Drinks with lids and covers are allowed in the smaller meeting/conference/study rooms.
6. Trash generated by the group meeting must be emptied in the outside trash bin east of the building. Kitchen area, tables and floor should be cleaned as needed.

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.

Addendum to policy:

This policy extends to use of the outdoor space called Dixie's Garden when pertinent. Usage of the garden is monitored by video surveillance (refer to Security Camera Policy).

Approved by the Knoxville Public Library Board  
Date: July 10, 2019  
Date: February 21, 2023  
Revised: January 13, 2025