

NASHVILLE PUBLIC LIBRARY
BRANCH MEETING ROOM POLICY
APPROVED BY LIBRARY BOARD, EFFECTIVE JULY 1, 2009

GENERAL POLICY:

The meeting rooms of Nashville Public Library branches are available only to established local, non-profit organizations of a public, civic, educational or cultural nature and to governmental agencies. Groups may be asked to furnish a copy of their 501(c) 3 statement or non-profit charter verifying non-profit status. Please note that the rules for use of Main Library Conference Center and meeting spaces differ from those of the branches. The library reserves the right to limit use where the demands for meeting space so require.

Groups using the meeting rooms may not charge admission, charge fees for services rendered, solicit donations, collect dues or membership fees. Sales activities may not be carried on in any of the rooms or on library property, with the exception of activities which benefit the Public Library system held by groups such as the Friends of the Library or the Nashville Public Library Foundation. Use of the meeting room does not constitute endorsement of the program by the Library Board or the Library.

The Library Board remains the final authority regarding use of library facilities. The needs of Nashville Public Library take precedence over other groups requesting use of meeting rooms. The Library reserves the right to withdraw permission for meeting room use when conditions warrant such action.

1. The charge for use of the meeting rooms is \$5.00 per hour with a minimum of \$10.00 per meeting date. An additional fee (\$5.00 minimum cleaning fee) is charged anytime food or beverages are brought into the meeting rooms. These charges must be paid at the Circulation Desk prior to the start of the meeting by cash or check made out to the Nashville Public Library. All rooms must be vacated 15 minutes prior to the scheduled time of closing. Meeting rooms are not available to the public when buildings are closed.
2. If the meeting or activity needs to be cancelled, groups should contact the library at their earliest convenience. Repeated no-shows or cancellations within three (3) months of booked dates also may result in loss of meeting room privileges.
3. Library sponsored groups, governmental departments (Metro, State, Federal) and public meetings called by governmental public officials are exempt from room rental fee. Governmental departments (Metro, State, Federal) and public meetings called by governmental public officials are not exempt from the \$5.00 minimum cleaning fee that is charged anytime food or beverages are brought into the rooms.
4. All meetings held must be open to the general public and news media.
5. Social functions such as dances or parties may not be held in the meeting rooms.
6. Only light refreshments may be served. The use of alcoholic beverages is not permitted on library premises. Events sponsored by the Library, the Nashville Public Library Foundation or the Friends of the Library are exempt from these conditions.
7. Smoking and illegal drugs are prohibited in all library facilities.

8. No janitorial service will be provided by the library for carrying equipment to and from meeting rooms or for cleaning the rooms following meetings. No property belonging to the group may be stored at the Library.
9. The organization using the meeting room is responsible for the room setup and for leaving the room in a neat and orderly condition.
10. The Library may choose to present music programs of class recitals, but any one teacher may have only one recital in any 12-month period. Teachers using the rooms for recitals must teach in Davidson County or within the city limits of Goodlettsville. Use of rooms for classes conducted by instructors for their own profit is prohibited.
11. The meeting rooms, as well as all library property, may not be used for individual political campaign speeches or activities. Campaign activities are defined as those activities directly related, pro or con, to the campaign of individual political candidates or ballot issues.
12. Program or meeting publicity such as posters, press releases or other material may not imply these events are sponsored, cosponsored or approved by Nashville Public Library.
13. The use of the rooms by the public is not at any time to conflict with or disturb library activities, needs or uses.
14. The organization or responsible individual will be held financially responsible for any damage incurred.
15. Groups reserving the meeting room in advance must consist of at least five individuals. Maximum attendance is limited by the local fire marshal. Individuals or groups may request to use the meeting room when they are on the premises if the room is empty and not booked or if the room is not set up for an incoming group and as long as all activities comply with the guidelines.
16. Meeting rooms may be booked up to one year in advance. The maximum length of multiple-booking agreements may vary from six months to one year, depending on library planning needs as determined by the branch manager
17. Requests for use of library meeting rooms must be made by completing the *Application for Use of Meeting Rooms in Branch Libraries* form. If approved, a copy of the application form containing the signature of the Branch Manager will be returned to the individual who has signed the application.
18. Should the Library close due to an emergency or inclement weather, all meetings will be canceled.