

Requests submitted in print take up to 3 days to review. For fastest approval, use: <https://library.nashville.org/service/branch-library-meeting-rooms>

Library Branch: _____

Name of Organization: _____

Name and type of program: _____

Name and Address of contact person: _____

Phone number(s) of contact person: _____

Email of contact person: _____

Expected program attendance: _____

SPECIFY THE DATE AND TIME A ROOM IS NEEDED

Rooms must be vacated at least 30 minutes prior to closing time. Meetings must be booked a minimum of 7 days but no more than 6 months in advance.

Day of Week	Month	Date	Time From-To

My signature below indicates I have read and understand the rules of NPL of this contract regarding the use of the library meeting room facilities and, as said representative from the above organization, guarantee compliance with said rules. I agree that the group I represent will abide by these rules.

- The meeting rooms of the branches of the Nashville Public Library (NPL) are available only to established, local non-profit organizations of a public, civic, educational or cultural nature and governmental agencies and should include 5 or more individuals.
- There is no charge to use the meeting room. Organizations are responsible for leaving the room in a neat and orderly condition.
- All activities held in the library's meeting room must be open to the public and news media. City or Library needs may preempt any other scheduled event. Should the library close due to an emergency or inclement weather, all meetings will be canceled.
- Commercial uses of meeting rooms are prohibited; this includes solicitations, admission or other charges, money-raising activities and/or sales.
- Meetings will not be scheduled before or after Library hours. Group representatives may not enter the Library buildings before the regular opening time.
- Smoking, alcoholic beverages, illegal drugs, open flames, burning incense, and lit candles are prohibited in all branch library facilities. Only light refreshments may be served.
- This form must be signed and approved by appropriate library personnel before booking of meeting room is confirmed.
- Repeated no-shows or cancellations may result in the loss of meeting room privileges.
- Social functions, such as dances or parties, and individual political campaign speeches or activities may not be held in the meeting rooms.
- No janitorial services will be provided by the library for carrying equipment, setting up the room, or cleaning the rooms following meetings.
- Insurance: The Library is not responsible for any property, personal or otherwise, which is brought onto or into any of the library's premises. The library user is responsible for his/her property and specifically waives any subrogation rights against the Library. Further the user of the library property is responsible for any negligent personal injury or property damage caused by the individual or any member of his/her group while on library premises. The library user agrees to hold the Library harmless for any Personal Injury or Property Damage caused by the individual user or any member of his/her group.**

Signature _____ Date _____

LIBRARY STAFF USE ONLY

Approved by Branch Manager: _____ Yes _____ No Signature of Manager: _____ Date _____