

MEETING ROOM POLICY

The Davidson County Public Library System maintains meeting rooms in all five of its libraries. The library's meeting rooms are available for public gatherings but not for social, money-raising, or commercial purposes. These meeting rooms may be reserved for meetings where fees are charged ONLY if the library or library-affiliated group sponsor such meetings.

The fact that a group is permitted to meet at the public library does not in any way constitute an endorsement of the group's policies or beliefs. Any advertisement for activities held in the library will clearly state, "This program is neither sponsored by nor endorsed by the Davidson County Public Library or the Davidson County Government." The advertisement cannot appear as if the library is responsible for the library event. No library building pictures are allowed in advertisements.

For the purpose of this policy, the term "**Meeting Host/Presenter,**" refers to the individual who is hosting the meeting on either his or her behalf, or the behalf of an organization, and is expected to fill out the "Meeting Room Application," coordinate scheduling with library staff, and responsible for ensuring the meeting group abides by all "Meeting Room Policies."

MEETING ROOM APPLICATION

Individuals or groups interested in using the Davidson County Public Library System facilities for meetings must fill out an "Application for the Use of a Meeting Room Form" and read the complete "Meeting Room Policy" governing the use of meeting rooms.

- All requests for use of the meeting rooms must be submitted by the Meeting Host/Presenter using the "Application for the Use of a Meeting Room Form."
- Meeting room reservations are not finalized until the application is received and reviewed by designated staff.
- Applications must be submitted to the Library Manager or designated staff at least one (1) business day before the proposed meeting date unless otherwise specified by the Library Manager.
- The Meeting Host/Presenter making the room reservation must be at least 18 years of age.
- The Library Director may deny use of meeting rooms for any program or meeting likely to disrupt the use of the library by others. Appeals may be made to the DCPL Board of Trustees whose decision is final.

MEETING ROOM SCHEDULING

- Meeting rooms are reserved on a first come, first served basis with library programs receiving first consideration and may supersede an outside group's reservation.
- Non-library sponsored meetings may only be scheduled one (1) month before the proposed meeting date. For groups who meet on a continuous schedule, these groups will be allowed to schedule up to six (6) months at a time.
- If an outside group meeting reservation needs to be changed or canceled by library staff, every effort will be made to provide ample advanced notice to the Meeting Host/Presenter using the contact information provided on the application.
- Meeting rooms may only be used during the library's normal operating hours and should conclude at least 15 minutes prior to closing. Exceptions may be made at the discretion of the Library Manager or designated staff. When exceptions are made, a minimum of ten (10) people is required to warrant the expense of operating the facility.

MEETING ROOM POLICY

The following regulations must be observed in using DCPL Meeting Rooms:

BEFORE MEETING:

- The Meeting Host/Presenter agrees to notify the library immediately when a change or cancellation is necessary.
- The Meeting Host/Presenter is responsible for ensuring that each member of his or her group is aware of and abides by the "Meeting Room Policy."

DURING MEETING:

- All programs and exhibits shall be free and open to any member of the public and library staff.
- Programs and exhibits may not disrupt the use of the library by others.
- Persons attending the meeting are subject to the Library's "Use and Behavior Guidelines." Parents are responsible for the behavior of their children.
- Meeting participants should be aware that noise levels should be kept to a minimum, especially in the public areas of the library.
- No fees, dues, or donations may be charged or solicited by the meeting host or any attendees for any program or exhibit. Solicitation for later sales and client contact is not

allowed; therefore, pre-registration or collection of attendees' names and contact information is not permitted.

- No additional furniture or equipment other than that furnished in the meeting room by the library is to be used without library approval. If approval is given for use of additional furniture or equipment, it must be removed at the end of the meeting.
- Tape, thumbtacks, and nails may not be used on the walls of the meeting and conference rooms.
- Security cameras monitor activity in some of the meeting rooms.
- Attendance must not exceed the posted capacity of the room.

IMMEDIATELY AFTER MEETING:

- When the meeting has concluded, the Meeting Host/Presenter must notify library staff of how many individuals attended.
- Library facilities shall be left in a clean and orderly condition. Users shall pay the cost for repair of any damages to facilities.
- All library meeting room furniture should be returned to its proper place.
- The library will not be responsible for materials or equipment left in the building by users.

APPLICATION FOR THE USE OF A MEETING ROOM

MEETING DETAILS		
DATE OF MEETING:	START TIME:	END TIME:
ORGANIZATION NAME:		NUMBER OF ATTENDEES:
PURPOSE OF FUNCTION/ACTIVITY: 		
ROOM REQUESTED (Choose One): ☐ MEETING ROOM ☐ CONFERENCE ROOM		
MEETING HOST/PRESENTER INFORMATION (responsible for care & clean-up)		
PHONE NUMBER:	EMAIL ADDRESS:	
EQUIPMENT NEEDED (If APPLICABLE): 		

I have read the Meeting Room Policy and agree to comply with the provisions stated.

Filling out this request does not ensure use of the meeting room. A library staff member will be in contact to confirm or deny the reservation request.

PARENT/GUARDIAN SIGNATURE:	DATE:
APPROVAL (STAFF USE ONLY):	
☐ APPROVED ☐ NOT APPROVED	
☐ APPROVED (subject to the following conditions): 	
APPROVED BY LIBRARIAN (STAFF USE ONLY)	
NAME:	DATE: