

Policy: Meeting Rooms

Approved: 2/16/06

Amended: 3/16/06, 10/28/10

Reviewed:

This policy governs the use of the two meeting rooms on the upper level of the Main Library located at 701 Goode St., Bristol, VA. The meeting rooms occupy a separate wing of the Library that is designed to be available even when the rest of the Library is closed. The meeting rooms are handicap-accessible with ADA-compliant parking on grade. Library staff or security will be present whenever meetings are scheduled. Library staff will arrange for additional police patrols whenever meetings let out beyond regular Library operating hours.

The J. Henry Kegley Meeting Room: This room, underneath the Library's dome and overlooking Piedmont Street and downtown Bristol, can handle substantial meetings and presentations of all kinds.

- Seating for 150
- Ten 60-inch round tables
- Eight 72-inch rectangular tables
- 1 movable podium without microphone
- 1 large automatic pull-down projection screen, 200" diagonal
- 1 portable projection screen, 100" diagonal
- 1 computer with wireless mouse and keyboard
- 1 handheld microphone
- 2 lapel microphones
- DVD player
- 1 32" television with built-in DVD player

Adjoining the J. Henry Kegley Meeting Room is a **catering kitchen** with a warming oven, stove, two refrigerators, ice-maker, and dishwasher.

The Frances Kegley Conference Room: The Library's conference room is designed for meetings of up to 20 people. The centerpiece of the room is a conference table that seats twelve. Additional chairs around the perimeter of the room provide overflow seating. The room also includes a credenza, a projection screen (100" diagonal) and dry-erase board.

Availability:

- The Library meeting rooms are available for public meetings of a civic, cultural, or educational nature by groups and organizations in the cities of Bristol, TN and VA; in Washington Co., VA; and in Sullivan Co., TN. Government agencies may also schedule meeting rooms.
- Unless arrangements are made at the time of application, the meeting rooms close 15 minutes before the Library's posted closing time.

- Arrangements for use of rooms to continue beyond regular library hours must be made at the time of application. An additional staffing fee will be charged.
- Approval of requests for meetings occurring when the rest of the Library is closed is based on the availability of Library staff or security personnel. An additional staffing fee will be charged.
- To assure broad availability of the rooms, the Library reserves the right to limit the number of meetings per organization per year.
- The meeting room facilities are open to the public without regard to race, age, gender, religion, national origins, political affiliations, or disabilities.
- Recurring meetings at the same time (for example every third Thursday at 10 a.m.) can be arranged for up to a twelve-month period. The Library will contact organizations well before the end of this twelve-month period to see if an extension is desired. Organizations partnering with the Library will be given automatic extensions.
- The rooms are not available for private events or celebrations such as birthday parties, anniversaries, etc.

Applications and Fees:

- An application for the use of the meeting rooms is required. Applications must be returned to the library at least seven (7) days prior to the scheduled meeting.
- Application forms are available online at http://www.bristol-library.org/site/files/BPL_MTG_ROOM.pdf
- Application forms are also available from the Library's Reference Dept. at 276 645-8781.
- Once a time is reserved, no group shall assign its reservation to another group.
- If a fee is required, an invoice for the meeting rooms will be mailed to the person making the application. Payment should be made within ten days.
- The room fee schedule is reviewed by the Library Board once a year and is attached to the application.
- Fees for additional services (as described in this policy) will be discussed at the time of application.
- The Library will bill organizations for any damage to Library property cause by misuse of the meeting rooms.

Cancellations:

Bristol Public Library programs, events and services take priority in all scheduling. It is possible that Library needs may force the cancellation of meetings or programs scheduled by outside groups. In this situation, the Library will give as much notice as possible.

Any group needing to cancel its meeting is asked to notify the Library 24 hours prior to the meeting time.

Terms of Use:

- The person who submits the meeting room application must be present at all times.
- At no time may the unlocked room be left unattended.

- Due to fire code regulations no meeting room door should be propped open unless someone is attending the door.
- Organizations assume all responsibility for any damage to meeting rooms or their contents, including the kitchen, and will be billed accordingly.
- All users are asked to return the room to the order in which it was found. Users will be billed if additional custodial service is required.
- Publicity should not list the Library as a co-sponsor of any event or meeting without Library consent.
- Library phone numbers should not be listed as contact for information regarding an outside meeting or event.
- The Library may have a staff member present during any meeting held in the Library facility.
- The Library facility and grounds are non-smoking areas.
- No alcohol may be served anywhere on the premises at any time.

Setup: The Library provides limited set up of tables and chairs.

- Arrangements for set up must be made at the time of application.
- Standard set up of the large meeting room is 50 chairs facing the large screen, with two 72" tables set up at the side of the room. A request for a different setup must be detailed on the application.

Technical Use/Audio-Visual:

- Arrangements for the use of the meeting rooms' technical equipment must be made at the time of application. Scheduling groups should meet with Library staff before the event for instructions unless the Library assigns staff to the event to help with technical issues,
- The Library accommodates technical requests based on the equipment and staff available. Assignment of Library staff as technical support for the duration of a meeting will result in additional fees.

Disclaimers:

- The Library is not responsible for any injuries incurred during the use of the rooms.
- The Library is not responsible for any property lost or stolen during the use of the rooms.
- The Library does not guarantee parking for any event.
- A meeting held at the Library does not constitute the Library's endorsement of any group's policies or beliefs.
- The Library has the right to cancel or deny future booking requests and existing contracts for any individual or group which violates stated policy, regulation, or procedures.

Fees:

J. Henry Kegley Meeting Room:

City/Government Use: No charge

Non-Commercial/Non-Profit Use: \$10.00 per hour

Commercial Use: \$50.00 per hour

Frances Kegley Conference Room:

City/Government Use: No charge

Non-commercial/Non-profit Use: No charge

Commercial Use: \$50.00 per hour

Technical equipment (A-V) usage fee: \$15.00

Kitchen: \$25.00 per use

Technical equipment (A-V) usage fee: \$25.00

Other fees for security, additional staff support, or custodial services, as agreed to at the time of application, are charged at the hourly rate the Library pays for those services.