



**Johnson City Public Library**  
**Carl A. and Kathryn P. Jones Meeting Center**

**Meeting Center Policy**

The Johnson City Public Library will allow organizations, businesses, and groups to use the public meeting rooms on an equitable basis subject to the guidelines for use defined separately. Applicants will be considered on a first-come, first-served basis. Permission to use the library's public meeting rooms does not imply endorsement of the aims, policies, activities, or affiliation of any such group or organization.

Library meeting facilities cannot be used for any purpose contrary to local, state, or federal law.

- Non-library related groups may not engage in sales, financial transactions, or promotions of products or services, or charge an admission fee at the door for the event.
- The library's name may not be used in promotional materials unless permission is given by the Library Director or Assistant Director.
- An adult leader must be present at all times and be responsible for youth meetings.
- Persons attending meetings at the library are subject to all library *Code of Conduct* rules.
- Groups may never give the library's telephone number as a contact for further information.

Groups wishing to use library facilities must complete an application form indicating:

- The purpose of the meeting
- The name, address and telephone number of authorized representative(s)
- The organization's acceptance of the rules and guidelines for use of the library facilities
- For non-profit rate a copy of a non-profit organization's 501(c)(3) designation
- Any other information the library may require

A new application must be completed for each meeting. The application will be approved or disapproved by the Library Director or Assistant Director, with the advice and consent of the board of directors. Permission to use the library's meeting facilities may be revoked at any time for any reason.

Non-library groups cannot schedule the room more than three months in advance. When a group requests a room for a specific date, its representative must complete

an application indicating what room set-up is requested, the anticipated attendance, and what equipment, if any, will be used. The Library reserves the right to cancel a reservation to allow for Library sponsored events. The Library will provide a minimum of a 30 day notice for such cancelations whenever possible.

### **Cancellation Policy**

If an organization finds it necessary to cancel use of a meeting room, it should contact the library as soon as possible. Failure to cancel a scheduled use of the meeting rooms prior to five days of the event may result in denial of future meeting room use.

### **Refreshments and Setup**

If a group intends to serve refreshments a non-refundable damage deposit fee will be charged. Groups will be held liable for the actual cost of cleaning or repair caused by their use of the meeting room if that cost exceeds the damage deposit.

The library will make reasonable attempts to accommodate groups' needs but makes no guarantee that staff will be available to change the arrangement of a room, to train individuals in the use of equipment, or to resolve any problems that may arise.

### **Liability**

An organization using library facilities, furniture and equipment (including audiovisual equipment) is liable for any damage to the facility and/or equipment.

The library assumes no responsibility for personal injury and/or damage to or loss of property of organizations or individuals incurred while using the meeting facilities. This includes personal property of attendees. Neither does it guarantee parking facilities for those attending the meeting.

Permission to use library facilities does not constitute endorsement of or agreement with a group's purpose, activities, or views. Advertisements, announcements, press releases, flyers, etc., relating to non-library sponsored meetings shall not imply that the meeting is sponsored by the library.

Failure to comply with the Meeting Center Policy and Guidelines will result in revocation of meeting room use privileges.

The Board of Directors of the Johnson City Public Library reserves the right to make changes to the policy, guidelines, and fees for use of library facilities, as it deems necessary and proper at any time without notice to users of library facilities. Notwithstanding, all organizations using library facilities shall be bound by such changes.

*Approved by the Johnson City Public Library Board of Directors on May 14, 2019*



## **Johnson City Public Library**

### **Carl A. and Kathryn P. Jones Meeting Center Fees and Guidelines**

#### **Accommodations**

The Carl A. and Kathryn P. Jones Meeting Center may be used as one large space or divided to accommodate two smaller groups. The number accommodated varies with the placement of tables and/or seating. Standing room is about 160. (See the request form for details.) Within the priorities set forth in the Meeting Center Policy and Guidelines, space is available on a first-come, first-serve basis. The library may not be able to guarantee choice of rooms, room placement, or exclusive use of the kitchen and/or lobby facilities.

#### **Fees**

All fees are due the day of event. If the event falls on the weekend, fees are due on Friday before 3:00p.m. Fees are doubled for use of both sides of the room. The single room fees are:

- \$30 per hour (2-hour minimum)
- \$15 per hour for non-profit organizations (2-hour minimum)
- \$25 non-refundable fee for serving food and/or beverages. If the room, equipment or furnishings are damaged or if cleaning requires extraordinary services (such as carpet cleaning, etc.) groups will be charged for the actual cost of cleaning or repair if that cost exceeds the \$25 fee.

#### **Equipment fees**

- Free use of piano, podium, microphones, Wi-Fi
- \$25 for use of audio/visual equipment (Blu-ray, DVD, customer laptop)
- \$25 for rental of library's laptop

#### **Kitchen**

The Meeting Center kitchen includes a full-size refrigerator, stove and microwave oven. Other conveniences in the kitchen include a dishwasher and serving cart. Food, beverages, table linens, dishes, flatware, cooking utensils and pots and pans are not provided. There is a buffet area outside the meeting rooms. No additional tables are allowed in the buffet area.

#### **Other Concerns**

Please do not use the emergency exits as an entrance to or exit from the meeting room. To help conserve energy and resources, do not prop open the doors to the meeting center. The library has been designated as a no smoking area.

#### **Parking**

Please remember that the library may be open for business during your scheduled meeting time. To accommodate library events or programs, it may be necessary for groups to use the parking lot in front of the library across Millard Street.

#### **Contact**

To make a reservation or for additional information, call (423) 434-4362.



**Carl A. and Kathryn P. Jones Meeting Center Request Form**

Approved Yes ___ No ___
_____ Director Signature

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Fee categories: For-profit \_\_\_\_\_ Not-for-profit \_\_\_\_\_ 501 (c) organization \_\_\_\_\_  
 Purpose of meeting: \_\_\_\_\_

Date(s) room needed: \_\_\_\_\_ Number attending: \_\_\_\_\_  
 Applicant's name: \_\_\_\_\_ Contact name (if different): \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone(s): \_\_\_\_\_ Phone(s): \_\_\_\_\_

Actual meeting times: Start \_\_\_\_\_ End \_\_\_\_\_ Preparation and cleanup times: Start \_\_\_\_\_ End \_\_\_\_\_  
 I will \_\_\_ will not \_\_\_ serve refreshments. I will \_\_\_ will not \_\_\_ use the kitchen.  
 \*\$25 non-refundable fee for serving food and/or beverages.

**Equipment Available**

- \_\_\_ Free: piano, podium, microphones, wi-fi
- \_\_\_ \$25: audio/visual equipment (Blu-ray, DVD, CD player, customer laptop)
- \_\_\_ \$25: rent library laptop

Number of tables needed: \_\_\_\_\_ Number of chairs needed: \_\_\_\_\_  
 Head table needed: Yes \_\_\_ No \_\_\_ Number to seat at head table: \_\_\_\_\_

**Room Placements and Accommodations** (Circle the appropriate arrangement or draw your own under 'Other'.)

	<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>	<b>E.</b>	<b>Other</b>
						<div style="border: 1px solid black; width: 100px; height: 100px;"></div>
Full Rm.	90	115	40	40	60	
½ Rm.	42	50	20-25	24	36	

Description of other placement: \_\_\_\_\_

Podium/head table at side closest to: Divider \_\_\_\_\_ Hall \_\_\_\_\_ Outside Wall \_\_\_\_\_ Windows \_\_\_\_\_

Return this request form to Johnson City Public Library, 100 W. Millard St., Johnson City, TN 37604. Call (423) 434-4362 with questions. \*Fax (423) 434-4469 \*celeste.smedley@jcpl.org \*www.jcpl.org

I have received a copy of the Johnson City Public Library's Meeting room policy, fees and guidelines for use of the meeting room and, in the name of my organization, agree to comply with them.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Johnson City Public Library  
Jones Meeting Center Evaluation Form**

Thank you for choosing the Johnson City Public Library Jones Meeting Center for your recent event. We hope that our facility met and exceeded your group’s expectations and needs. In order to help us improve our facilities and services, please take a moment to fill out this evaluation. The opinion and comments of our guests are important to us.

Group: \_\_\_\_\_

Date of visit: \_\_\_\_\_

<b>Meeting Facility and Staff</b>	<b>Yes</b>	<b>No</b>
Did our staff adequately assist you with booking and preparation?		
Did you require additional assistance during your event?		
Was our staff responsive and timely to requests?		
Were you provided with friendly service?		
Was the room set up as requested?		
Was the audio/visual equipment adequate for your program?		
Would you use our facility for future meetings?		
Would you recommend us to others?		
<b>Comments:</b>		