CLARKSVILLE-MONTGOMERY COUNTY
PUBLIC LIBRARY
Where Books Are Just The Beginning

350 Pageant Lane, Suite 501
Clarksville, TN 37040
☎ 931-648-8826 931-648-8831
www.clarksville.org

Just a few key items I would like to mention:

- Remember library events take precedence over any other groups' events. This may result in your group being moved to another room, if possible. In the rare event that the library cannot accommodate another room for your meeting, you will need to reschedule or change meeting facilities. The library will do everything possible not to have to move any group and will give as much notice as possible in the event of a change.
- Community meeting rooms are in high demand and are vital to local not-for-profit groups. The library receives numerous requests daily that must be turned away due to filled slots. If you need to change or cancel a scheduled meeting, call Jessica at **(931) 648-8826** or email **jessica@clarksville.org** before your scheduled meeting time. If you see that the current time slot you have scheduled for the meeting room is not satisfactory, you should contact the library to adjust your meeting dates and/or times.
- Be aware that often other organizations use your meeting room either before or after your group meets. Please ensure that your group leaves adequate time for setup and cleanup as required. Your group is responsible for setting up and putting away tables and chairs as they were found. If there is a problem with the way the room was left by a previous user, please make library staff aware so that the information can be forwarded to the proper parties.
- Groups that meet in the evenings: The library is a government facility and we are required to close and secure the building at a certain time. Please ensure that your group allows adequate time to clean and straighten so that your group is out of the room 15 minutes before the library closes. The library staff is charged with the administration of the facility. Their requests should be respected and any request made by library staff should receive an immediate response.
- Failure to abide by the library's Meeting Room Policies and Rules of Conduct will result in the cancellation or refusal of future reservations.
- Organizations may only meet once a month at the library. This is to ensure that as many groups as possible have an opportunity to meet.
- If you are no longer the contact person for your group, please contact Jessica Hartley as soon as possible. Meeting room dates will not continue into the New Year without the new contact turning in an updated application.
- Applications must be completely filled out with two contacts and signature before they are turned in. Incomplete applications will not be entered onto the schedule.

***If at any time of the year your information changes, please come in and update your application.

If you have any questions, please let me know. I look forward to communicating with each of you. I am enclosing a blank Meeting Room Application, which needs to be filled out with your group's most current information and returned to me promptly. Applications are put on the calendar in the order they are received.

Sincerely,
Jessica Hartley

Jessica Hartley
Administrative Assistant

Meeting Room Policy
Clarksville-Montgomery County Public Library

The Clarksville-Montgomery County Public Library supports and endorses the American Library Association's *Library Bill of Rights*, which states:

"Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

1. Rooms are available only to local, not for profit organizations offering civic, cultural, intellectual, charitable, or educational activities and to appropriate government agencies.
    - Priority of scheduling will be given first to library-sponsored events. If it is necessary to reschedule a meeting to accommodate a library function, then organizations will be given as much notice as possible.
    - All non-library-sponsored events will be scheduled on a first come, first served basis.
    - Groups will not be allowed to meet more than one time per month with the exception of library-sponsored events and government entities or with permission from the Director.
    - Rooms may not be used for birthday and anniversary parties, weddings, funerals, or other personal celebrations.
    - In the event of a cancellation, groups must give telephone notification to the library.

2. Meetings must be free and open to the public. No admission fee may be charged, nor may a collection be taken up, except for continuing education programs in which admission fees cover the cost of supplies and materials. Items may not be sold.
    - The only exception: library-sponsored groups may sell items when the proceeds benefit the library, as with the CMCPL Friends of the Library used book sales. With the Director's approval, authors and other media creators may sell their books or media in connection with library-sponsored book signings or presentations.

3. Granting a group the use of the meeting rooms does not constitute endorsement of the group or their beliefs by the library.

4. No weapons, illegal substances, tobacco, or alcoholic beverages may be carried into the library or used in the meeting rooms.
    - Lighted candles, burners, and other items with an open flame are a fire hazard and may not be used in the meeting rooms.
    - The size of a group in a meeting room may not exceed the posted capacity of that room.

5. A meeting room application must be filled out and signed by two current officers or representatives of each group wanting to use a meeting room.
    - The contact information for the second applicant must be different from that of the first to ensure that groups can be reached if necessary.
    - Anyone signing the meeting room application form must be at least 18 years of age.
    - Meeting room reservation forms must be updated each time an officer or representative changes.

6. Meeting rooms are available during hours when the library is open. Groups using the library's meeting rooms need to end the meeting or program, clean up, move tables and chairs (as needed). GROUPS MUST EXIT MEETING ROOMS 15 MINUTES BEFORE CLOSING TIME.
    - Library Hours of operation are:
      Monday- Thursday 9:00 am-8:00 pm
      Friday & Saturday 9:00 am-6:00 pm
      Sunday 1:00-5:00 pm

7. Light refreshments may be served in the Small and Large Meeting Rooms only. Cooking of food is not allowed.
    - No food or drink may be brought into the main library, including the Glass Study Room.
    - Groups are responsible for the cleanup of the meeting room; janitorial services are not provided.
    - Trash must be bagged up and the room left as it was found. The library will provide garbage cans and plastic bags as well as the disposal of bags.

8. The library agrees to provide a meeting space. Individual groups are responsible for the following:
    - Room arrangements including setup and clean up procedures.
    - Supplies such as pens, pencils, paper, tape, and markers.
    - Dishes, cutlery, coffee pots, and other supplies in the rooms where food and drinks are allowed.
    - The group is responsible for any damage incurred during the time they are using the meeting room.

9. Any publicity, brochures, and radio or television announcements must include the name of the organization sponsoring the meeting. The library may not be identified as the sponsor. Neither the library nor its address may be used as the address or headquarters of an organization.
    - Flyers announcing the location or other information about meetings may not be posted on library doors, windows, or walls unless prior approval has been granted by the Library Director.

10. Groups using the meeting rooms must abide by all library policies including but not limited to the Patron Code of Conduct and Policy on Unattended Children. Group members who do not abide by these policies may be asked to leave. Copies of these policies are posted in the library. Individual copies will be provided upon request.

11. Should the library close due to an emergency or inclement weather, all meetings will be cancelled.

12. Library-sponsored or co-sponsored events may be exempt from some of the above regulations at the discretion of library administration.

Failure to comply with these regulations may result in the withdrawal of the privilege of further use of the meeting rooms.

Approved by the Clarksville-Montgomery County Public Library Board of Trustees 11-16-11

Meeting Room Reservation Application

Clarksville-Montgomery County Public Library

Date:_____

Name of Organization:_____

Applications must be renewed by December 1st of each year, to have meeting privileges for the next year. It is understood that all policy statements and regulations have been read and agreed upon. Inquiries about the program may be referred to the undersigned. The undersigned is responsible for all damages. Dates, times, and rooms requested are not guaranteed. Applications are entered on a first come, first served basis.

****Please Note that there must be two current contact people listed at all times****

#1. Contact Person:_____

Address:_____City_____State_____Zip_____

Phone:_____ Email Address:_____@_____

Signature of Contact: #1_____

#2. Contact Person:_____

Address:_____City_____State_____Zip_____

Phone:_____ Email Address:_____@_____

Signature of Contact: #2_____

Type of Program:_____

_____

Date(s) of Program or Meeting:

Recurring Meetings-circle one (e.g. 1st Tues)or

1st 2nd 3rd 4th Last

Mon Tue Wed Thu Fri Sat Sun

List specific dates, if not the same each month

Other Dates: _____

_____

Start Time: _____ **End Time:** _____

Size of Group (estimated)_____ **Preferred Room** _____

Office Use Only

Jan. _____

Feb. _____

Mar. _____

Apr. _____

May _____

Jun. _____

Jul. _____

Aug. _____

Sept. _____

Oct. _____

Nov. _____

Dec. _____

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Date Received:

_____

_____