

# BRENTWOOD LIBRARY

## MEETING FACILITY

### Policies and Guidelines

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[www.brentwood-tn.org/library](http://www.brentwood-tn.org/library)

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## Overview

The Brentwood Library building is owned and operated by the City of Brentwood. Providing meeting room space for library sponsored events, city-sponsored activities and Brentwood community groups is an essential component of the library's overall program. These guidelines and policies attempt to provide fair and equitable access to the meeting rooms by balancing the needs of the community, civic groups and corporate users with the periodic needs of other user groups. Events not sponsored by the city or library are scheduled according to the following policies.

### **Priorities for Scheduling**

Events sponsored by the Brentwood Library and other agencies of the Brentwood city government have first priority for meeting room use and are exempt from fees and deposits. Other meetings must be hosted by a Brentwood resident and will be scheduled on a first-come, first-served basis.

### **Non-Profit Groups**

Such meeting must fall into the following categories: Non-Profit Groups • Non-profit civic groups, including neighborhood organizations and other groups comprised of Brentwood residents. • Public schools located in Brentwood and Williamson County. • Agencies of the Williamson County government. • Non-profit groups and organizations most of whose members live outside Brentwood, hosted by a member who is a Brentwood resident. This resident is responsible for signing the contract, paying the fees, attending the meeting and acting as liaison with the library staff.

### **Brentwood Businesses and Individuals**

Businesses located in Brentwood, or individuals who reside in Brentwood using the rooms to offer or promote their services.

### **Other Restrictions**

The meeting rooms may not be used for private, individual parties such as birthdays, showers, wedding receptions, etc.

# Reservation Policies

## **Advance Reservations**

Reservations should be made at least 7 days before the event. The meeting rooms may be reserved up to twelve months in advance. Groups meeting monthly throughout the year are given scheduling preference over groups which meet occasionally.

## **Limited Number of Reservations Permitted**

Groups may reserve a meeting room once each month. The Library Board may occasionally vote to permit special one-time community events sponsored by non-profit groups to be held on a more frequent schedule. (An example of such a special event would be a series of educational seminars)

## **Paperwork and Fees Required**

Reservations will be scheduled only upon payment of the required fees and deposits. First-time non-profit renters may be required to provide proof of 501(c)3 status.

## **The following must be turned within 5 days of making the reservation:**

- The attached Event Worksheet and Rental Agreement must be fully completed with all signature areas signed.
- \$100.00 cleaning/damage deposit
- Appropriate room rental and equipment fees
- Proof of the lessee's residency within the city limits of Brentwood

## **Hours Available**

Meeting rooms are available Monday-Saturday, 6:00 a.m. – 10:00 p.m. and Sunday, 12:00 p.m. – 6:00 p.m. No reservations can be made on holidays observed by the Library or the City of Brentwood.

## **Room Sizes**

The entire room measures 3,500 square feet or 50' x 70'; it is normally divided into two rooms of equal size, known as meeting rooms "A" and "B". The pre-function hallway area measures 400 square feet. Rooms A and B will each hold a maximum of 110 people in a theater-style arrangement with chairs in rows. When seating guests at tables, each room will hold a maximum of 75 persons.

## **Cancellation**

Cancellations must be made-submitted in writing by the group's designated contact person at least five days before the event. Written cancellations are accepted by email to [meetingroom@brentwood-tn.org](mailto:meetingroom@brentwood-tn.org) or may be delivered to the library administrative office. Groups failing to cancel will forfeit the room rental fee. A group repeatedly failing to cancel may become ineligible to make future reservations.

## **Emergencies**

The library and city government reserve the right to cancel a reservation in an emergency situation.

## **FEES AND DEPOSITS**

**May be paid at the Reference Desk. If mailed, please put to the ATTN: Meeting Room.**

### **Cleaning/Damage Deposit**

*A \$100.00 deposit is required of all groups.* This deposit is refunded upon inspection of the room by library staff following an event, provided there is no damage or need for cleaning. The costs of any necessary cleaning or repair will be deducted from this deposit when necessary. If the repair or cleaning costs exceed \$100.00, the user will be assessed the additional cost. A user will be prohibited from reserving the room again until such costs are paid in full. The deposit must be fully restored before the next scheduled event. Groups with recurring meetings may leave a standing deposit.

### **Forfeiture of Damage Deposit Levels**

The following will be deducted from the damage deposit on file if the cleaning guidelines are not performed in each meeting room and/or kitchen: Trash Removal (\$25.00); Tables Cleaned (\$25.00); Vacuum Meeting Room Floors (\$50.00); Kitchen countertop and sink cleaned (\$25.00); and Maximum deduction for failing to clean (\$100.00).

### **Rental fees**

#### **Non-Profit**

- Rental fees for non-profit groups with 25 or fewer attendees are \$15.00 (single room)/\$30.00 (both rooms), for up to 4 hours. When more than four hours are reserved, the fee is \$5.00 (single room)/\$10.00 (both rooms) per additional hour.
- Rental fees for non-profit groups with more than 25 attendees are \$30.00 (single room)/\$60.00 (both rooms), for up to 4 hours. When more than four hours are reserved, the fee is \$10.00 (single room)/\$20.00 (both rooms) per additional hour.

#### **For Profit**

- Rental fees for businesses and individuals are \$100.00 (single room)/\$200.00 (both rooms), for up to 4 hours. When more than four hours are reserved, the fee is \$40.00 (single room)/\$80.00 (both rooms) per additional hour.

#### **Overage Fees**

Groups occupying the meeting room beyond the scheduled block of time will be assessed an hourly overage fee at double the contracted rate.

#### **Audio/Visual Equipment Availability and Fees**

- Wireless microphones (lapel or handheld) \$25.00 for two
- Projection System \$25.00

All audio-visual needs should be planned for at least 7 days prior to the event and specified as part of the rental agreement. Audio-visual equipment may not be available to groups meeting prior to the library's regular business hours. Rental fees must be paid in advance.

Volume and other controls for the microphones and CD player are located in a locked room. Library staff will provide and test microphones prior to events. The primary contact person will be shown the volume controls and CD player location and controls in case adjustments need to be made during the meeting. No other individual may enter the control room or operate the controls. Any damage will be the responsibility of the lessee.

# General Policies

## **Pre-Meeting and Post-Meeting Walk-Throughs**

The contact person must walk through the meeting facility report/record any damage to the room, the kitchen, the storage closets, all doors, all walls, furniture or equipment before and after the meeting. The individual reserving the room is responsible for all activities during the time the room is reserved.

## **Room Setup**

The lessee is responsible for setting up the room, including tables and chairs, and for all materials they require. Staff will not be available to set up room or to move chairs or tables.

Tables are heavy and often will require more than one person to move or set up. Extra tables and chairs are located in the two storage closets in the pre-function hallway area.

A lectern is available in each meeting room.

Other library furnishings, such as benches, easels, or trash cans, from the foyer of the library must not be moved into the pre-function hallway area or the meeting room.

## **Access to Exit Doors**

It is against the law to block the four sets of doors leading to the porch. No tables, chairs, or other items should be placed in front of these doors. Any injury or death to any person occurring due to the blockage of these exit ways will be the liability and responsibility of the lessee blocking the doors.

## **Before or After Hours Access**

Access to the meeting room before or after library hours is through the doors leading directly outside from the meeting room. Visitors must enter and exit through these doors whenever the library is closed. Lessee must ensure that each of these doors is firmly closed when locking up for the evening.

If a meeting room reservation starts before regular library hours, it is the primary contact person's responsibility to obtain a pass key from the Reference Desk staff on the day before the event. The pass key must be returned within 24 hours after the event occurs. The pass key may be returned to the Reference Desk staff or drop in the bookdrop. A return envelope will be provided with the pass key.

## **Window Shades**

Shades may be closed for presentations but need to be re-opened when finished with the room.

## **Moveable Wall**

Designated Library personnel only may open/close the panel walls. Use of the moveable wall must be scheduled when the room is reserved.

## **Food and Drink**

Food and drink are not allowed in the pre-function hallway area. Food and drink are restricted to the kitchen and meeting room.

**Sound and Noise**

Use of the meeting room sound system must not interfere with library operations. Sound and noise must be confined to the reserved space and must not bleed over into the pre-function hallway area or adjacent meeting room.

**Decorations and Signs**

No decorations may be attached to ceilings, walls, or woodwork.

Candles are prohibited.

Live plants must be in appropriate storage containers to protect furniture and floors.

One sign may be placed in the hallway outside of the meeting room. Up to three directional signs not larger than 24" square may be placed outside of the meeting room. Signs may not be posted more than one hour before the meeting begins and must be removed at the end of the meeting.

**Deliveries, Supplies and other Property of the Lessee**

Vehicles may drop off large items to be used by the lessee, but must stay on paved parking lot areas. The library staff will not be responsible for receiving any delivered items needed for meeting such as copies of documents, extra furnishings, etc. Brentwood Library cannot act as a pick-up station for shipping or mailing companies.

The library will not be responsible for any items, supplies, materials, equipment, brought in by lessee. The library will not provide storage facilities or supplies of any kind.

All personal property must be removed from the room after the meeting. Items remaining in the rooms and pre-function hallway area or kitchen will be discarded when the cleaning service arrives.

**Parking**

Lessee and guests should use the parking spaces to either side of the middle parking lot. Under no circumstances, will parking/driving on the sidewalks, brick pavers or grass be tolerated. Deposits will be automatically forfeited.

**Advertising**

No easels, story boards, large poster boards, table displays or other advertising media may be placed in the library to advertise the lessee's activities. However, brochures and flyers may be placed on the library's community information bulletin board if it is a non-profit event.

Lessee is responsible for all advertising and notification of event.

**Open Access**

A library representative must be allowed to enter the room at any time.

**Smoking and Alcohol**

No smoking or alcohol shall be permitted in the building or meeting rooms during operating hours. Exceptions to the alcohol restriction may be granted up to two times per year for an after-library-hours fund-raising event held to benefit the Brentwood Library. Such exceptions must be requested in writing and approved by the Library Board. Should an exception be granted, the sponsoring organization will be responsible for adhering to all state and local regulations governing the consumption and serving of alcoholic beverages.

**Clean-Up**

Meeting rooms must be cleaned after your function. Trash must be removed, tables wiped and floor vacuumed in the meeting room, the kitchen and in the pre-function hallway.

Lessee must dispose of their own garbage either by using the library's dumpster behind the wooden gates on the west end of the library or by removing from library property. Garbage bags are provided by the library.

All tables used must be wiped down. Lessee is advised to bring a household spray cleaner and paper towels with them for table and chair cleanup. Tables and chairs may be left as set up. Tables and chairs used in the kitchen or pre-function hallway must be moved back into storage closet or into meeting room.

A vacuum cleaner for the lessee's use is located in the storage closet next to meeting room B. Vacuuming is required after every meeting.

Kitchen must be completely cleaned, counters wiped down, trash removed and floors swept. There is one wooden rectangle table, one round table, four chairs and a large trash container furnished in the meeting room kitchen.

**Failure to Clean**

If the room is left unclean or damaged, the expenses of repair or cleaning will be subtracted from the lessee's deposit. (Examples of failure to clean are: vacuuming not done; carpet stains because of spills; damage to wall requiring repainting, etc.)

**Leaving the Building**

Groups must be completely out of the building by 10:00 p.m. when the alarms activate. Please be sure to conclude your meeting early to allow enough time to perform the required clean up.

**Responsibility**

The library staff will deal exclusively with the primary contact person who signs the Rental Agreement. This person must take possession of the room and perform the pre-meeting walk-through and be present at the scheduled event to implement the rental agreement, user guidelines and policies. They must be present when the room is opened for the groups. Staff at the Reference Desk and primary contact person will perform a post-meeting walk-through at conclusion of reservation and cleaning of the meeting room.

**Authority**

The library director or designee is responsible for the implementation and enforcement of the above user guidelines and policies. In the best interest of the library, the director may deny use of the room. The director's decision may be appealed to the City Manager. If the City Manager denies use of the room, the decision may be appealed to the Library Board, who shall have final say.

# Event Worksheet

Name of Lessee Group \_\_\_\_\_

(This is how the name will be displayed on the information sign in the lobby)

Day(s) and Date (s) of Event \_\_\_\_\_

Time the meeting(s) starts \_\_\_\_\_ circle a.m. or p.m. (For public posting)

Rental Hours (including set up & clean up)

Beginning rental time \_\_\_\_\_ (circle a.m. or p.m.)      Ending rental time \_\_\_\_\_ circle a.m. or p.m.

Contact Person \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

(The Library will work with this person exclusively during the rental period of this agreement. The contact person is the responsible party and must be present at walk-through and during the meeting to implement the rental agreements, user guidelines and policies.)

Contact Email (important) \_\_\_\_\_

Contact Address: (must be a Brentwood resident) \_\_\_\_\_

Yes, The contact's name and phone number may be released to callers. (Initial) \_\_\_\_\_

No, please do not release the contact's name and phone number to callers. (Initial) \_\_\_\_\_

## Describe Your Plans:

This information is for your planning purposes only. Lessee is responsible for set up of room.

What type of meeting will take place? (HOA, club, informational, etc.) \_\_\_\_\_

Number of expected guests \_\_\_\_\_

If reserving both Meeting Rooms A & B for your event, do you want the moveable wall OPEN or CLOSED? \_\_\_\_\_

How many tables will you need? \_\_\_\_\_ How many chairs? \_\_\_\_\_

Will audio-visual equipment be rented from the library? If so, what equipment? \_\_\_\_\_

## Total Fees for Meeting Room Services

Room Rental fee per meeting \$ \_\_\_\_\_ plus

A/V Equipment rental per meeting \$ \_\_\_\_\_ multiplied by

Total number of meetings \_\_\_\_\_ X \$ \_\_\_\_\_ Room Rental per meeting + AV rental = Total fees \$ \_\_\_\_\_

Cleaning/Damage Deposit \$100.00 \_\_\_\_\_ (check here if deposit is already paid)

After scheduled the meeting(s) would you like the damage deposit check \_\_\_\_\_ Returned or \_\_\_\_\_ Destroyed

Rental fee check # \_\_\_\_\_ Damage Deposit Check # \_\_\_\_\_ Total Amount Paid \$ \_\_\_\_\_

# Rental Agreement

These Guidelines and Policies and the Rental Agreement form the rental contract and are the binding agreement between the Brentwood Library and the group (lessee) leasing space. This instrument made and entered into on the date shown below, by and between the Brentwood Library, hereinafter referred to as “Lessor” and the group represented by the signer below, hereinafter referred to as “Lessee”. Lessor hereby leases the Brentwood Library’s meeting room space for the rental period specified on the Event Worksheet. Said lease is made under the following terms and conditions:

1. In consideration of being granted permission to use the meeting room space, Lessee does forever release and discharge the City of Brentwood, its successors and assigns, and its officers, employees, agents and their heirs, administrators, and executors from any and all causes of action, claims, damages, liability, and loss of services which the Lessee may have against the City of Brentwood, its successors and assigns, and its officers, employees, agents and servants and their heirs, administrators, and executors resulting from any damage or injury which may or might be suffered while the Lessee has the use and/or custody of the meeting room.
2. The Lessee does further covenant with and agree to indemnify and hold harmless the City of Brentwood, its successors and assigns, and its officers, employees, agents, and their heirs, administrators, and executors from all damage, expense, and liability that may or might be incurred while the undersigned has use and/or custody of the meeting room.
3. The premises are to be used for the meeting or function specified on the Event Worksheet only, and no other purpose.
4. The \$100 cleaning/damage deposit is refundable 30 days after the event subject to the provisions in paragraph 5 and 6 below, if not left on “Standing Deposit.”
5. It is agreed that the Lessee shall take good care of the premises hereby leased and the appurtenances thereof, and shall abide by the terms of this agreement and at the end of the rental term shall deliver up said premises in good order and condition.
6. The Lessee does further agree to replace and/or repair any and all damage to the library building and grounds and to replace and/or repair any and all personal property therein which may or might be damaged and/or lost while the Lessee has the use and/or custody of the meeting room. If damage should be incurred, the \$100 cleaning/damage deposit shall not be returned and any such damages or losses in excess of the \$100 cleaning/damage deposit shall be paid immediately upon demand by the Lessee to the Lessor. Failure to pay any damages will prohibit future use of the facility. It is suggested that the undersigned consider purchasing liability insurance to cover damages and/or injuries.

The Lessee acknowledges that he/she/it has reviewed the policies adopted by the Lessor for the use of the meeting room and agrees to abide by such policies.

**I/WE, THE UNDERSIGNED, HAVE READ THE ABOVE RENTAL AGREEMENT, FULLY UNDERSTAND ITS LEGAL MEANING, AND ACCEPT THE RESPONSIBILITIES OF THE LESSEE.**

Executed at Brentwood, Tennessee, this \_\_\_\_\_ day of \_\_\_\_\_, Yr. \_\_\_\_\_.

**AGREED AND ACCEPTED BY LESSEE:**

Name of Contact/Person Responsible for Lessee/Group \_\_\_\_\_

Lessee Signature: \_\_\_\_\_ Library Staff Signature: \_\_\_\_\_