

Policy: Meeting Rooms

Approved: 2/16/06

Amended: 3/16/06, 10/28/10, 7/20/17

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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.

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
- Sixteen 72-inch rectangular tables
- 1 movable podium without microphone
- 1 large automatic pulldown projection screen, 175" diagonal
- 1 portable projection screen, 100" diagonal
- 1 computer with wireless mouse and keyboard
- 2 handheld microphones
- 2 lapel microphones
- DVD player
- 1 70" television

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:

- Seating for 20
- 1 large conference table that seats twelve
- Additional chairs around the perimeter of the room provide overflow seating
- 1 credenza
- 1 projection screen (100" diagonal)
- 1 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.
- Security and/or staff have the right to ask a group to vacate the space.
- 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 organization is responsible for contacting the Library if an extension is desired.
- 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 <https://bristol-library.org/reference/meeting-rooms/>.
- 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, faxed, or emailed to the person making the application, depending upon preference. Payment should be made in advance of the day of the scheduled meeting unless other arrangements are made with the Library.
- 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. Groups that fail to cancel within 24 hours of the scheduled event/meeting will still be responsible for the room and usage fees agreed upon at the time of reservation.

Failure to cancel in advance can result in no longer having access to the meeting room.

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 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 are determined by the Board of Trustees and are examined annually. Fee schedule for the meeting rooms can be found by contacting the Reference Department at 276-645-8781 or by visiting the Bristol Public Library website at <https://bristol-library.org/reference/meeting-rooms/> and clicking on the “Meeting Room Application” link.