



Application for Meeting Room Use

This application serves as a group’s contract for the use of a Bristol Public Library meeting space.
Please read carefully and return promptly.

Room Requested: Frances E. Kegley Conference Room J. Henry Kegley Meeting Room

Date(s) requested: _____

Hours requested: (Rooms are booked in one-hour blocks): _____

Purpose/Title of the meeting: _____

Booking Organization Name: _____

Organization Phone Number: _____

Address: _____
Street City State Zip

Applicant Name: _____ Phone Number: _____
(You must be authorized to act for the group for which you are applying.)

Address: _____
Street City State Zip

Booking Fees

A/V Equipment Use (\$25)
Yes No

Catering Kitchen Use (\$25)
Yes No

Non-profit/Non-commercial organizations

Frances E. Kegley Conference Room
\$10 per hour

J. Henry Kegley Meeting Room
\$25 per hour

For-profit/Commercial organizations

Frances E. Kegley Conference Room
\$25 per hour

J. Henry Kegley Meeting Room
\$50 per hour

Governmental organization (No charge)

Frances E. Kegley Conference Room

J. Henry Kegley Meeting Room

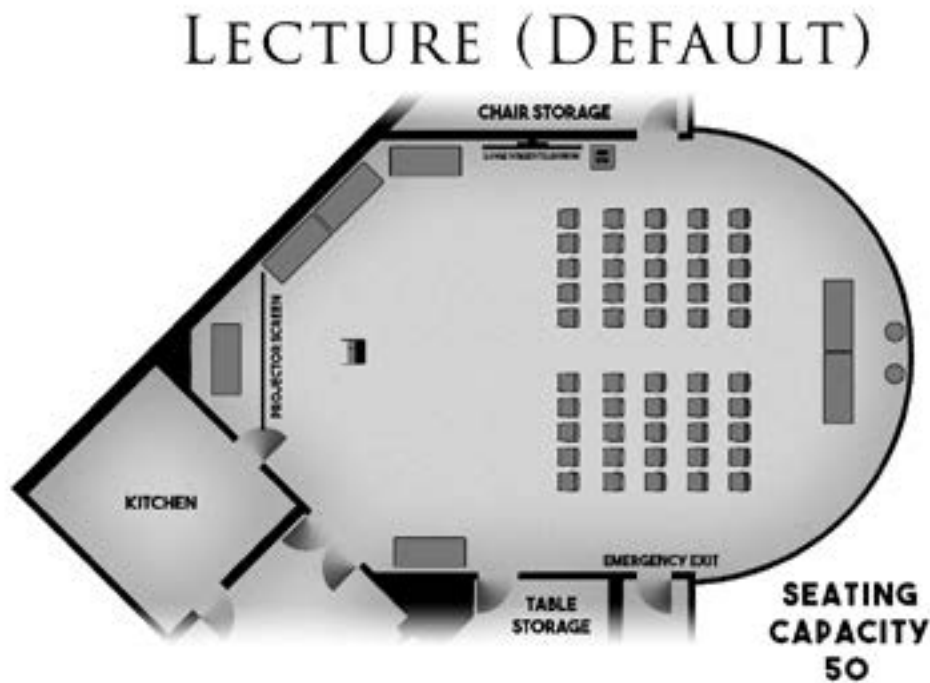
If a meeting room is not left as it was found or significant cleaning is needed after use, a \$50.00 fee may be charged.

Equipment Available:

Frances E. Kegley Conference Room: 11 wingback chairs; 12 other chairs; one 75" (diagonal) television; one HD Webcam; one Bluetooth Conference Speaker/Microphone; one 118" (diagonal) projector screen; one whiteboard; Wifi/Ethernet connections; 46" x 143" glass top table; one moveable lectern.

J. Henry Kegley Meeting Room: 140 chairs; one moveable lectern; one projector screen; one HD ceiling-mounted projector; one computer; one HD webcam; two handheld microphones; two lapel microphones; DVD player; one 72" television; 8 six foot rectangular tables. Additional 8 and 6 foot tables may be available upon request.

The BPL does not provide any office supplies (including flip charts or dry erase markers, presentation supplies, or food stuff such as coffee or paper goods.



Lecture (Default) setup: 50 chairs in rows facing the front of the room, seven tables. This setup will be used unless otherwise indicated.

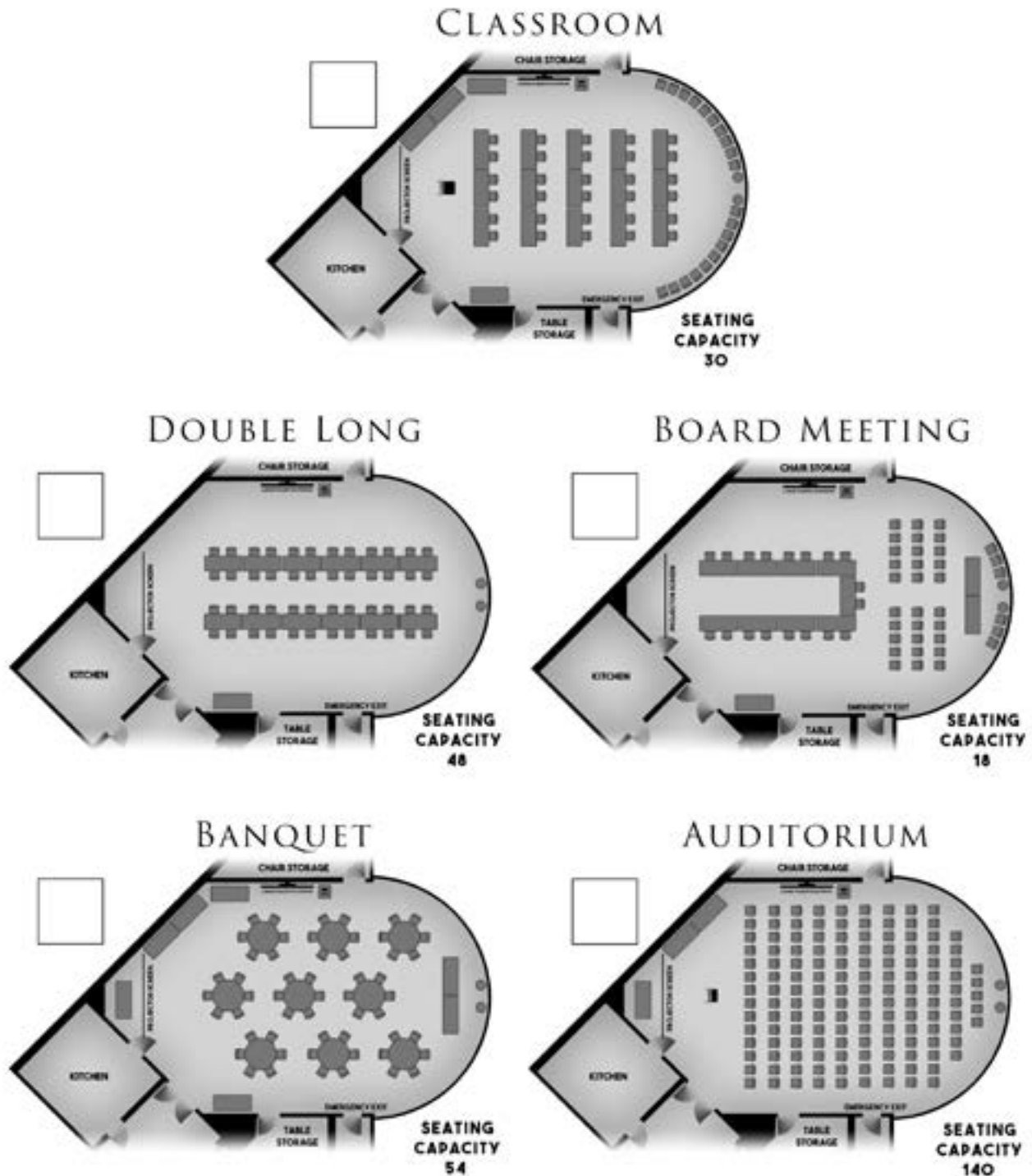
I am an authorized representative of the above organization. I have read and agree to comply with the [regulations of the Bristol Public Library meeting rooms](#). I accept responsibility for any damage to library property and will report such to staff.

Signature _____

Date _____

Special Set Ups: Check one of the boxes on the setup sheet below for your preferred special setup. All special setups excluding the Auditorium setup cost \$10.00. The Auditorium setup costs \$25.00. If you have questions, please call 276-821-6147.

J. HENRY KEGLEY MEETING ROOM SPECIAL SETUPS



Policy: Meeting Rooms

Approved: 2/16/06

**Amended: 3/16/06, 10/28/10, 7/20/17, 8/15/2019, 05/20/2021
8/18/2022**

Reviewed: 3/16/06, 10/28/10, 7/20/17, 8/15/2019, 05/20/2021

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 held.

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.

- Seating for 140
- Nine 60-inch round tables
- Sixteen 6-foot rectangular tables
- 1 movable podium with microphone
- 1 large automatic roll down projection screen, 175" diagonal
- 1 ceiling mounted projector
- 1 media computer with wireless mouse and keyboard
- 2 handheld microphones
- 2 lapel microphones
- DVD player
- 1 70" smart television with built-in Wi-Fi, web browser, 2 USB connections, 4 HDMI connections, etc.
- 1 High definition webcam
- 1 Bluetooth microphone/speakerphone

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
- 1 podium without microphone
- 1 High definition webcam
- 1 Bluetooth microphone/speakerphone

- 1 75-inch Smart television

Availability:

- Applications are considered on a first come first serve basis.
- 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.
- No meetings will be booked without a 30 minutes to 1 hour between use.
- 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 and must be made at the time of application. 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. By default, all meetings are free and open to the public.
- Organizations may not use library facilities for any unlawful purposes or for the purpose of encouraging or counseling of any person(s) to violate the law.

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. Payment must be received at least 24 hours before scheduled event.
- Application forms are available online at <https://bristol-library.org/reference/meeting-rooms/>. Or available via email or in person.
- 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.
- The room fee schedule is reviewed by the Library Board once a year.
- 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 barring extenuating circumstances.

Terms of Use:

- A representative of the booking group must be present at all times during the meeting.
- At no time may the unlocked room be left unattended.
- Due to fire code regulations only the magnetized meeting room doors should be propped open.
- 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.
- Groups may not charge admission fee.

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:

- Use of technical/audiovisual equipment will incur a flat fee of \$25.00
- 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.