

## **Tipton County Public Library**

### **Room Use Policy**

Tipton County Public Library has several meeting rooms available for use by the public. Permission to use the meeting rooms does not constitute an endorsement of the policy, product, or beliefs of the individual or group using the rooms. The Library reserves the right to limit use of the room in certain circumstances that may conflict with the library's policies or mission. Use may be limited to time, place, manner of use, and/or frequency of use.

Library needs will always have priority over all other scheduling. In the event a conflict arises after scheduling use of the meeting rooms, the Library will endeavor to accommodate the group or give adequate notice of cancellation.

For the safety and security of patrons, library employees will be able to access rooms at any time. Tipton County Public Library makes use of security cameras to monitor certain areas of the library, which may include rooms or other spaces designated for use by the public.

### **General Room Use**

The following applies to all rooms designated for public use at the library.

#### **Reservations**

Reservations for the meeting rooms are taken on a first come, first served basis. Reservations may be made by telephone, in person, or via the Library's website. See specific room descriptions for details regarding number of reservations permitted within a given timeframe and occupancy limitations.

Rooms may be used by the public without reservations at the discretion of library staff, but patrons with reservations take priority.

Patrons must supply their library card or current photo identification to reserve a room.

#### **Furniture, Technology, and Equipment**

All rooms have some furniture that may be arranged within the meeting space. If moved, please return the room to its original configuration before the reservation ends. Users of the library's rooms are liable for any damage to library property during their use of the room.

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#### **Damages**

Individuals or groups that reserve and use any of the library's public meeting spaces take full responsibility for any room and/or equipment damage incurred during use of the room.

Note that the Community Room has a damage deposit. All damages in that room will be charged against the damage deposit. Damages beyond the amount of the deposit will be billed to the group or individual making the reservation. Damage to rooms not requiring a damage deposit will have any costs passed on to the person or group that reserved the room. Failure to pay damages assessed, or excessive or recurring abuse of any rooms, will result in access to all library rooms being restricted. Disputes regarding room reservations will be reviewed by the Director or their designee. Decisions regarding these disputes will be final and binding.

#### **Liability**

The Library assumes no liability for any loss or damage to the sponsoring group or attendees of any event or program that occurs during the use of the library's rooms.

#### **Access**

Library patrons aged 13 and up may reserve rooms designated for public use. Minors reserving rooms must have a TCPL Juvenile Patron card or provide a valid picture ID. The parent or guardian of that minor assumes all responsibility for the minor's actions while using the library's rooms.

#### **Behavior**

All patrons making use of library facilities or services, including the use of meeting rooms, must abide by all library policies, including the Tipton County Public Library Patron Behavior Policy.

All library facilities used must be left in the same condition in which they were found. Trash should be disposed of in the trash cans provided, and tabletops, furniture, counters, and equipment should be left clean.

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**Community Room**

**Availability**

The Community Room is available from 7 a.m. to 9 p.m. Monday through Saturday. The room is not available on Sundays or days that the Library is closed for holidays, planned closures, or emergencies.

**Occupancy**

The Community Room can hold up to 50 people with chairs arranged in rows with no tables.

**Reservations**

Reservations for the Community Room are taken in the order received and will not be booked more than a year in advance.

**Fees**

A sixty-dollar (\$60) damage deposit is required by groups or individuals for use of the Community Room, except for non-profit organizations, community groups, or government agencies. The damage deposit must be paid at least one week prior to the scheduled meeting with cash or a check. The deposit will be refunded when Library staff determine that the room has been left in satisfactory condition.

A sixty-dollar (\$60) fee, plus sales tax, is charged when the room is used for a private social event such as birthday parties, graduations, reunions, etc., or when used by a for-profit organization. This must be paid along with the damage deposit at least one week prior to the scheduled meeting. There is no fee for use of the room by not-for-profit groups, government agencies, or community organizations, such as school and church groups, local service organizations, community sports leagues, Boys & Girls Clubs of America, etc.

An official representative of the group or the individual must sign a form agreeing to the Library's Room Use Policy and pay the deposit and any applicable fees at least one week prior to the scheduled meeting. Failure to sign the agreement form or make the deposit payment may result in the room or equipment not being available.

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There is a fifteen-dollar (\$15) fee, plus sales tax, for use of the kitchenette facilities adjacent to the Community Room.

#### **Furniture, Technology, and Equipment**

Advance arrangements must be made to use the Library's available technology and/or equipment in the Community Room. A current list of equipment is available on the library's website and on the Room Use Agreement form. The library sets replacement costs for equipment and will use the damage deposit toward replacement of damaged or missing items.

A standard setup of four (4) tables and sixteen (16) chairs will be provided for use in the Community Room. If more are needed, the room may be set up according to the group's needs using the furniture available in the adjacent storage room. When the function is over, the group is responsible for returning the room to its original setup.

#### **Kitchenette**

There is a fifteen-dollar (\$15) fee, plus sales tax, for use of the kitchenette facilities adjacent to the Community Room.

Refreshments may be served in the Community Room. Packaged meals such as box lunches, catered meals, and/or snacks are permitted. The microwave and refrigerator are available for public use during the allotted reservation time if the fee for the kitchenette is paid. Any items left in the refrigerator will be discarded.

The stove and oven should not be used. Any evidence of their use will cause the damage deposit to be forfeited and/or future use of the Community Room to be restricted.

#### **Access**

The Community Room key may be picked up the day of the meeting. If the meeting begins before the Library opens in the morning, the key may be picked up the day before. If the meeting ends past the Library's closing time, the key must be returned in the Library's drop box, according to the instructions on the envelope provided. Any fees associated with a lock change due to a key that is not returned will be passed on to the individual or group that signed the Room Use Agreement.

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Responsible adults aged 18 or older must be in attendance whenever minors are present. Adult supervisors will be responsible for any damages.

All or part of the damage deposit may be used for cleaning carpets or upholstery when stains from food or drinks are unable to be removed by in-house cleaning.

### **Conference Room**

#### **Availability**

The Conference Room is available from 9:45 a.m. to 7:45 p.m., Monday-Thursday, and from 9:45 a.m. to 4:45 p.m. on Fridays and Saturdays.

#### **Occupancy**

The conference room will hold fifteen people, with space for 10 at the table.

#### **Reservations**

Reservations are taken in the order received and will not be booked more than a year in advance for organizations. They may be made via the library's online reservation system, by calling, or in-person at the main service desk.

Reservations are in two-hour blocks with 15 minutes between blocks. Reservations end 15 minutes before the library closes, regardless of when the reservation started.

Reservations of the Conference Room are limited to two (2) per month for community groups or organizations. Individuals or small groups may reserve the conference room up to a week in advance, but groups of six (6) or more will have priority.

#### **Fees**

There is no cost to use the conference room.

#### **Furniture, Technology, and Equipment**

The Conference Room has a large conference table seating 10, with 15 chairs in the room. A wall-mounted "smart" display will be available for use.

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### **Access**

The conference room will remain locked when not in use. To gain access, stop at the main service desk 15 minutes prior to your reservation time.

## **Small Group Rooms**

### **Availability**

Small group rooms are available from 9:45 a.m. to 7:45 p.m., Monday-Thursday, and from 9:45 a.m. to 4:45 p.m. on Fridays and Saturdays.

### **Occupancy**

Small group rooms hold up to five people.

### **Reservations**

Reservations are taken in the order received and will not be booked more than a week in advance for individuals or organizations. Reservations may be made via the library's online reservation system, by calling, or in-person at the main service desk.

Reservations are in two-hour blocks with 15 minutes between blocks. Reservations end 15 minutes before the library closes, regardless of when the reservation started.

Reservations of the small group rooms are limited to two (2) per month for community groups or organizations, including home school groups. Individuals or small groups may reserve a small group room up to a week in advance. Groups of six (6) or more should use the Conference Room or the Community Room.

### **Fees**

There is no cost to use the small group room.

### **Furniture, Technology, and Equipment**

Small group rooms have tables seating 4-5 people. A wall-mounted "smart" display will be available for use.

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#### **Access**

Small group rooms will remain locked when not in use. To gain access, stop at the main service desk 15 minutes prior to your reservation time.