



**Johnson City Public Library
Carl A. and Kathryn P. Jones Meeting Center &
Library Board Room**

Information

Welcome! Thank you for choosing to hold your meeting in the Johnson City Public Library. We hope that these guidelines for room use will make your stay a productive and pleasant experience. Please read the *Meeting Room Policy & Guidelines*, approved by the Library Board of Directors, attached to this document for information regarding room use. In addition, we ask you to complete the Room & Use Evaluation Form left in the meeting room.

Accommodations- The Carl A. and Kathryn P. Jones Meeting Center may be used as one large space or divided to house smaller groups. The number accommodated varies with the placement of tables and/or seating. Standing room is about 200, (see request form for details). Within the priorities set forth in the Meeting Room Policy & Guidelines, space is available on a first-come, first serve basis. The library may not be able to guarantee choice of rooms, room placement or exclusive use of the kitchen and/or lobby facilities. The Board Room seats groups of 10 to 12 and is only available 9:00-5:00 Monday-Friday. Only beverage service is available in the Board Room.

Fees- Call the number below for clarification of the information on room fees. The room fees are: per 4 hour increment nonprofit groups pay \$25 and commercial, for-profit organizations \$100. Additional hours are charged on a pro-rata basis. There is also a \$25 non-refundable fee if you plan on serving food and/or beverages. If the room, equipment or furnishings are damaged or if cleaning required extraordinary service (such as carpet cleaning, ect.) you will be assessed the additional cleaning and/or damage repair costs. There are also additional fees for usage of some equipment (see Request Form). Fees are double for use of both sides of the room. Payment should be made in advance. Fees are subject to change without notice.

Equipment- Equipment is available to assist you in your presentation. Equipment is listed on the "Request Form". You must request the equipment you need in advance. Library does not provide personnel to operate the equipment. Staff will have the equipment you requested set-up and ready for your meeting. If a problem occurs with any equipment (burned out bulb, no power, ect.) notify staff at the Circulation Desk.

Kitchen- The Meeting Center kitchen includes a full size refrigerator with an ice maker, stove and microwave oven. You will need to provide any table linens, dishes, flatware, cooking utensils and pots and pans. Other conveniences in the kitchen include a dishwasher and serving cart. There is a buffet area outside the meeting rooms. No additional tables are allowed in the buffet area.

Other Amenities- Other meeting Center amenities include: a piano, buffet counter, spacious lobby, convenient restrooms and a separate kitchen entrance (by arrangement).

Other Concerns- Please do not use the emergency exits as an entrance to or exit from the meeting room. Smoking areas are provided at the front of the building. The kitchen entrance has been designated as a no smoking area. To help conserve energy and resources, do not prop open doors to the meeting center.

Contact- If you need further information call (423) 434-4362. Return request forms to the Jones Meeting Center, Johnson City Public Library.



**Johnson City Public Library
Carl A. and Kathryn P. Jones Meeting Center &
Library Board Room**

Meeting Room Policy & Guidelines

1. Designated rooms in the Johnson City Public Library are available for rent by groups and organizations in the community. Priority will be given to library programs and library-related services, meetings and events (including the Friends of the Library and the Monday clubs), after which applications will be considered on a first-come, first-serve basis.
2. Library meeting facilities cannot be used for any purpose contrary to local, state or federal law.
3. The rooms may not be used for private parties, **political campaign events or fund raisers** or for religious services. For-profit groups **and individuals, political campaigns and religious groups** may use the library for purposes of holding internal business meetings and/or educational events for their employees, **members** or clients, but may not make sales or promotion of products or services, **proselytize** or charge for the event.
4. Groups wishing to use the library facilities must complete an application form indicating the purpose of the organization; the name, address and telephone number of authorized representative(s); the organization's acceptance of the rules and guidelines for use of the library facilities; and other such information as the library may require. Applications expire June 30 of each year and must be renewed. Applications should be renewed earlier if the contact person or other information changes. The application will be approved or disapproved by the library director, with the advice and consent of the board of directors. Permission can be revoked at any time for any reason. **If the library needs a previously booked room and no other option is available, all other groups (including the Friends of the Library and the Monday Clubs) can be relocated to another room in the library or asked to reschedule their event.** Failure to comply with the JCPL Meeting Room Policy & Guidelines will result in withdrawal of meeting room privileges.
5. The library should not be considered a regular meeting place for non-library groups. JCPL reserves the right to limit the number of meetings per organization per year. Non-library groups cannot schedule the room more than four months in advance. Groups that were meeting prior to August 1999 are exempt from this paragraph.
6. Permission to use library facilities does not constitute endorsement of or agreement with a group's purpose, activities or views. Advertisements, announcements, press releases, flyer, ect., relating to non-library sponsored meetings should not imply that the meeting is sponsored by the JCPL.
7. When an approved group reserves a room for a specific date, its representative must indicate what room setup is requested, the anticipated attendance, and what equipment, if any, will be used.
8. An organization using library facilities, furniture and equipment (including audiovisual equipment) is liable for any damage to the facility and/or equipment. If a group intends to serve refreshments, including only beverages, a non-refundable damage deposit (effective Jan. 1, 2007) must be paid in advance of the meeting. Groups will be held liable for the actual cost of cleaning or repair caused by their use of the library if that cost exceeds the damage deposit.
9. The Library assumes no responsibility for personal injury and/or damage to or loss of property of organizations or individuals incurred while using the meeting facilities. This includes personal property of attendees. Neither does it guarantee parking facilities for those attending the meeting.
10. Serving of beverages containing alcohol is not allowed at this time.
11. The library will make reasonable attempts to accommodate groups' needs but makes no guarantee that staff will be able to change arrangement of the room, to train individuals in the use of equipment or to resolve any problems that may arise.
12. The board of directors of the Johnson City Public Library reserves the right to make changes to the policy, guidelines and fees for use of library facilities, as it deems necessary and proper.
13. Cancellation Policy: If an organization finds it necessary to cancel use of a meeting room, it should contact the library as soon as possible. Failure to cancel a scheduled use of the meeting rooms prior to five days of the event will result in a Cancellation Fee of 25% of the Meeting Room Fee. In the event of inclement weather and/or a library closing, Cancellation Fees will not be applied.



**Johnson City Public Library
Carl A. and Kathryn P. Jones Meeting Center &
Library Board Room**

Approved

Yes

No

_____ Initials

Request Form

Organization _____ Phone _____

Address _____ City, State, ZIP _____

E-mail address _____

Fee Categories Free (see Guidelines for details) _____ Non-profit _____ For Profit _____

Purpose of meeting _____

Date(s) room needed _____ Number attending _____

Applicant's name _____ Contact Name (if different) _____

Address _____ Address _____

Phone(s) _____ Phone(s) _____

Actual meeting times: Start _____ End _____ Preparation and cleanup times: Start _____ End _____

I will _____ will not _____ serve refreshments. I will _____ will not _____ use the kitchen.

Equipment available (*indicates services also available in Board Room)

Free piano, podium, microphones, Wi-Fi*

\$10 Cassette Deck

\$10 Overhead Transparency Projector*

\$10 Audio/Music CD-ROM

\$20 VHS/VCR Video Player*

\$20 Customer Laptop with Projector

\$20 DVD Video Player

\$80.00 maximum charge (check equipment)

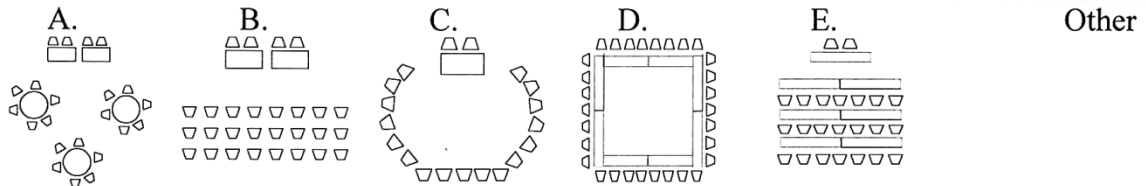
Number of tables needed _____

Number of chairs needed _____

Head table needed? Yes _____ No _____

Number to seat at head table _____

Room Placements & Accommodations (circle the appropriate arrangement or draw your own under other)



Full Rm. 105

130

40

32

34

½ Rm. 42

50

20-25

24

34

Description of other placement _____

Podium/head table at side closest to the Divider _____ Hall _____ Outside wall _____ Windows _____

Return this request form to, Johnson City Public Library, Accounts Receivable, 100 W. Millard St., Johnson City, TN 37604. For questions please call (423) 434-4362. Fax (423) 434-4469

I have received a copy of the Johnson City Public Library's Meeting room policy, fees and guidelines for use of the meeting room and, in the name of my organization, agree to comply with them.

Signature _____ Date _____



**Johnson City Public Library
Carl A. and Kathryn P. Jones Meeting Center &
Library Board Room**

Room Use & Evaluation Form

Please fill out the room use information requested in the first box below for the library's statistical reports. We also invite you to complete the evaluation information in the second box. Your comments and suggestions will aid us in improving our meeting room services.

Thanks you for your help. Please leave the form in the room or turn it in at the circulation desk.

Name of the organization _____
Room used: Carl A. Jones _____ Kathryn P. Jones _____ Combined Space _____ Board Room _____
Date(s) used: _____
Number of attendees: Adults _____ Children _____

Was the procedure for reserving the room simple and efficient?	Yes _____ No _____
Was the room set up the way you requested it?	Yes _____ No _____
Were there any problems with:	
the room:	Yes _____ No _____ Comments _____
the furniture:	Yes _____ No _____ Comments _____
the equipment:	Yes _____ No _____ Comments _____
the kitchen (if used):	Yes _____ No _____ Comments _____
How does the facility compare to other meeting places you have found in the region?	_____
Suggestions:	_____