

## FACILITY USAGE POLICY

The rentable spaces of the Hendersonville Public Library are available to individuals and groups that are nonprofit organizations, have not-for profit intentions, and government agencies.

Granting usage of the library facilities does not imply endorsement by the library of the group, event, or content presented at the event.

All individuals, groups, or organizations shall indemnify, defend and hold harmless the Hendersonville Public Library and all governing bodies from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the individual, group, or organization resulting in or relating to personal injuries or property damage arising from the individual/group/organization's use of the library facilities.

The Library Manager or designee is responsible for the implementation and enforcement of this policy.

The manager reserves the right to relocate a group to a space more suitable within the facility depending on size, function, and scheduling or to cancel reservations if deemed necessary.

The manager's decision may be appealed to the Sumner County Library Board of Trustees.

## GENERAL RULES

- 1) The Library Conduct Policy, as approved by the Sumner County Library Board, must be followed at all times.
- 2) The library facilities are not to be used for social functions, whether private or public, such as dances, parties, showers, or reunions.
- 3) Admission fees, sales of products or services, and soliciting of business are not permitted, however, voluntary incidental donations may be collected.
- 4) A library representative must be allowed to enter the rented space at any time.
- 5) All events in the rented area must occur within regular library hours. An exception is granted for events sponsored by the Hendersonville Public Library or the city and county governments.
- 6) The library staff will not be responsible for receiving any items, supplies, materials, or equipment, brought in by, or delivered for, the applicant. The library will not provide storage of any kind.
- 7) The library staff will deal exclusively with the applicant(s) who signs the Facility Usage Application and Agreement. This applicant(s) must be present at the scheduled event to implement the agreement and this usage policy. They must be present when the room is opened for the group, and after the event they must check out with the library staff. Applicants are held responsible for the preservation of order by those in attendance.

## HENDERSONVILLE PUBLIC LIBRARY POLICIES & PROCEDURES

- 1) All federal, state, and local ordinances, as well as rules of the Police and Fire Departments relating to public assemblies must be strictly obeyed.
  
- 2) Publicity, such as posters, press releases, social media posts, digital publication, or other material, and interviews may not state, or imply, that events are sponsored, cosponsored, or endorsed by the Hendersonville Public Library. Additionally, any such printed materials or digital posts regarding the event must include contact information for the organization booking the room, as inquiries from the public concerning specific programs will be referred to the sponsoring organization. The library's telephone number may not be listed without the express permission of the library. Neither the name nor the address of the Hendersonville Public Library may be used as the official address or headquarters of an organization.
  
- 3) Events sponsored by the Hendersonville Public Library and other agencies of the Sumner County government and city governments have first priority for facility use. Other users are scheduled on a first-come, first-serve basis.

## SET UP AND USE OF THE RENTED FACILITY

1) The Hendersonville Public Library cannot provide janitorial assistance or service for moving equipment to and from areas, setting up, or cleaning the space following events. The library staff is not available to assist in rearranging seating, carrying supplies, operating equipment, serving food, or cleaning up.

2) Meeting rooms must be cleaned after your function. Trash must be removed, tables wiped and floors vacuumed or swept in the reserved areas. Applicant must dispose of their garbage, and may be required to transport it from the property. If the space is left unclean or damaged, a \$100 fee may be charged, if the cleaning or repair costs exceed that amount, additional costs will be charged. Until such fees are paid in full, facility usage will be revoked.

3) Food and beverages are restricted to reserved areas. Groups serving refreshments are solely responsible for providing their own cups, plates, utensils, table coverings and paper products.

4) No decorations may be attached to ceilings, walls, doors or windows. All personal property must be removed from the area after the event; items remaining, will be discarded by, or become the property of, the library.

5) It is against the law to block an exit. No tables, chairs, or other items should be placed in front of an exit door. Any injury or death to any person occurring due to the blockage of these exit ways will be the liability and responsibility of the applicant blocking the door.

6) The rented space must be vacated thirty (30) minutes prior to the designated closing times, so the library can be secured promptly at the closing time.

## RESERVING LIBRARY FACILITIES

- 1) Requests for use of library facilities must be made by completing the Facility Usage Application and Agreement. If approved, a copy of the application signed by Library Management will be returned to the applicant who has signed the application. Available spaces for rent at each library facility will vary.
- 2) Rentable library facilities **\*may\*** be booked up to twelve months in advance (depending on the library's availability). Per the library's discretion, groups meeting monthly throughout the year may be given scheduling preference over groups which meet occasionally.
- 3) Future reservations may be canceled, or denied, if an applicant and/or applicant's group fails to attend on a reserved date without notice. At 30 minutes past the reserved time, if the group is not present, staff may allow others to use the space. Rescheduling is subject to availability.
- 4) Library facilities may be reserved by adults only. Youth organizations must have an adult sponsor, who remains present throughout the event.
- 5) All events involving children must comply with the Library's Unattended Children Policy.
- 6) Library facilities may be reserved once per month, however, the Library Manager has the discretion of allowing twice per month should scheduling allow.