



Meeting Room Policy

The Clarksville-Montgomery County Public Library supports and endorses the American Library Association's *Library Bill of Rights*, which states:

“Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

1. Rooms are available only to local, not for profit organizations offering civic, cultural, intellectual, charitable, or educational activities and to appropriate government agencies.
 - Priority of scheduling will be given first to library-sponsored events. If it is necessary to reschedule a meeting to accommodate a library function, then organizations will be given as much notice as possible.
 - All non-library-sponsored events will be scheduled on a first come, first served basis.
 - Groups will not be allowed to meet more than one time per month with the exception of library-sponsored events and government entities or with permission from the Director.
 - Rooms may not be used for birthday and anniversary parties, weddings, funerals, or other personal celebrations.
 - In the event of a cancellation, groups must give telephone notification to the library.
2. Meetings must be free and open to the public. No admission fee may be charged, nor may a collection be taken up, except for continuing education programs in which admission fees cover the cost of supplies and materials. Items may not be sold.
 - The only exception: library-sponsored groups may sell items when the proceeds benefit the library, as with the CMCPPL Friends of the Library used book sales. With the Director's approval, authors and other media creators may sell their books or media in connection with library-sponsored book signings or presentations.
3. Granting a group the use of the meeting rooms does not constitute endorsement of the group or their beliefs by the library.
4. No weapons, illegal substances, tobacco, or alcoholic beverages may be carried into the library or used in the meeting rooms.
 - Lighted candles, burners, and other items with an open flame are a fire hazard and may not be used in the meeting rooms.
 - The size of a group in a meeting room may not exceed the posted capacity of that room.
5. Persons making meeting room reservations must be at least 18 years of age.

6. Meeting rooms are available during hours when the library is open. Groups using the library's meeting rooms need to end the meeting or program, clean up, move tables and chairs (as needed). **GROUPS MUST EXIT MEETING ROOMS 15 MINUTES BEFORE CLOSING TIME.**
 - Library Hours of operation are:
Monday- Thursday 9:00 am-8:00 pm
Friday & Saturday 9:00 am-6:00 pm
Sunday 1:00-5:00 pm
7. Light refreshments may be served in the Small and Large Meeting Rooms only. Cooking of food is not allowed.
 - No food or drink may be brought into the main library, including the Glass Study Room.
 - Groups are responsible for the cleanup of the meeting room; janitorial services are not provided.
 - Trash must be bagged up and the room left as it was found. The library will provide garbage cans and plastic bags as well as the disposal of bags.
8. The library agrees to provide a meeting space. Individual groups are responsible for the following:
 - Room arrangements including setup and clean up procedures.
 - Supplies such as pens, pencils, paper, tape, and markers.
 - Dishes, cutlery, coffee pots, and other supplies in the rooms where food and drinks are allowed.
 - The group is responsible for any damage incurred during the time they are using the meeting room.
9. Any publicity, brochures, and radio or television announcements must include the name of the organization sponsoring the meeting. The library may not be identified as the sponsor. Neither the library nor its address may be used as the address or headquarters of an organization.
 - Flyers announcing the location or other information about meetings may not be posted on library doors, windows, or walls unless prior approval has been granted by the Library Director.
10. Groups using the meeting rooms must abide by all library policies including but not limited to the Patron Code of Conduct and Policy on Unattended Children. Group members who do not abide by these policies may be asked to leave. Copies of these policies are posted in the library. Individual copies will be provided upon request.
11. Should the library close due to an emergency or inclement weather, all meetings will be cancelled.
12. Library-sponsored or co-sponsored events may be exempt from some of the above regulations at the discretion of library administration.

Failure to comply with these regulations may result in the withdrawal of the privilege of further use of the meeting rooms.