

Terrell County Library Meeting Room Policy

Latest Revision December 27, 2022

The Terrell County Public Library (hereinafter referred to as the library) provides a meeting room as a public service to the community for use by individuals and/or organizations. Only the Carnegie Room (hereinafter referred to as the room) is available to rent, and has a seating capacity of approximately 60 people.

General

The room is designed for use by library-sponsored programs, community group activities, and the government agencies that provide continuing financial support to the libraries, all of which are expected to follow all of the rules described herein. Any and all use of the room will be left to the discretion of the County Librarian and the Terrell County Board of Trustees (hereinafter referred to as the Board).

An application form must be completed and submitted to the library for review. The library reserves the right to review any and all applications, and may demand sufficient time to make proper investigations before action is taken on an application. **No admission fees may be charged, and collections and donations are prohibited. Sales of merchandise or services are prohibited unless directly related to a specific library-sponsored or Friends of the Terrell County library event. Dues, registration fees, or materials fees are not permitted.** The room may not be used for recurring events.

The room will only be available if there are no library-sponsored activities scheduled. In accepting reservations for use of this facility, the library will not discriminate on the basis of race, color, creed, national origin, religion, age or sex. The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies or beliefs. All publicity, (posters, brochures, flyers, newspaper, radio or television announcements) must carry the name of the organization sponsoring the meeting. The name/address of the library may not be used as the official address or headquarters of an organization.

Meetings, events, programs or activities that might disturb regular library operations shall not be permitted. If a meeting or event in progress does disturb regular library operations, the library reserves the right to immediately terminate the meeting or event. The group, upon notification of a disturbance, shall immediately discontinue the disturbance or vacate the premises.

Fees

Room reservations are made on a first-come, first-served basis. Both the room rental fee and the maintenance deposit must be paid in full before the room is reserved. Please be advised that all rental periods include setup and cleanup time. A minimum of 24 hours' notice of cancellation of the room reservation by the renter is required in order to receive a full refund of the rental fee. A mandatory \$40 maintenance deposit is required in order to rent the room. After the room is used, the maintenance fee will be refunded, in whole or in part, if all of the conditions for room rental are met. If an event is canceled in a timely manner, the maintenance deposit will be refunded in full. **The responsible party (hereinafter referred to as the renter) must pick up the maintenance deposit within two weeks of the event date or forfeit the full amount.** Maintenance deposits for canceled events that are not picked up within two weeks of the date of cancellation are also subject to forfeit. Loss of the room key will result in the renter being charged for rekeying of the door, which costs approximately \$75.

RENTAL PERIOD	RENTAL PRICE	DEPOSIT	TOTAL
Up to 3 hours	\$70	\$40	\$110
4 – 6 hours	\$80	\$40	\$120
6 – 8 hours	\$90	\$40	\$130
Over 8 hours	Discuss with library manager	-	-

Terms of Use

Setup and cleanup time is included in the rental period unless negotiated otherwise with the library Manager. When it is necessary for a key to be issued to the renter of the meeting or event, the renter or their designated representative shall pick up the key no later than 5PM on the last work day prior to the scheduled event. **Scheduled events must be concluded no later than 10PM.**

The library is not responsible for providing any special equipment for the group's use. The group may request use of any library-owned materials or equipment in the room, and the adult in charge of the meeting or event must be responsible for setting up any such material or equipment. The individual who signed the reservation form is responsible for any damages that occur as a result of the use of the room, including damage to library-owned materials. Library Staff (hereinafter referred to as staff) will not be available to assist in any way during set up or use of the meeting room.

Library phones are not for public use and staff cannot deliver messages to participants in the meeting room.

There are kitchen facilities adjacent to the meeting room and refreshments may be served, but **no cooking is permitted on library premises**, inside or outside. **All food items should be removed from the premises when the program is concluded. Alcoholic beverages are not allowed on library premises.**

Do not use items such as bouncy houses, swimming pools, grills, etc. on library premises. If the renter is found to have violated these terms, the renter will forfeit their deposit, and may lose the privilege to rent the room in the future.

The renter agrees to accept full responsibility for leaving the room in the same condition as it was found. The renter shall sign an authorization on the reservation request form agreeing to this responsibility.

Do not place furniture touching the walls. Do not place any decorations on the walls whatsoever. Please place furniture back in its original position in the closet.

The key must be returned to the library on the first day that it is open immediately following the scheduled meeting, and the renter must report the number of attendees at the event. **Do not place the key in the library book drop.**

The room will be inspected by staff before and after use by the group. **Any violations of these terms of use will be documented.** In the event that the library is closed and your event occurs after the event of another rental party, please photograph any violations immediately upon your arrival and send them to the library's Facebook page via Messenger. If you cannot photograph the damages, please list them in writing, using the checklist document as a guideline. If it is not clear to staff who caused damages to the room all parties may be charged for damages.

A checklist will be provided concerning cleanup of the room. **All costs for janitorial services and/or damage repair will be deducted from the maintenance deposit if necessary. If the cost exceeds the deposit amount the renter will be charged an additional fee.**

The library reserves the right to deny future access to the library facility if a group fails to comply with any part of these policies.

A complete copy of these policies will be provided to the renter at the time it is reserved for use. **The renter will be required to sign an acknowledgement form indicating that they have read and understand these policies and agree to abide by them.**

If there are any disputes or disagreements concerning the use of the room, the fee structure for the use of the room, or if the maintenance deposit is not refunded for any reason, the rental parties have the right to file a written complaint which will be reviewed by the Terrell County library Board. Thereafter, the Board will have 10 days to render a decision concerning the written complaint.

Liability

The library, staff, Board, Kinchafoonee Regional Library (hereinafter referred to as KRL), or Terrell County (hereinafter referred to as the county), the owner of the library located at 913 Forrester Drive SE, Dawson, Georgia, assume no responsibility for loss, theft, or damage incurred to personal or rental property brought into the building or onto the grounds, nor assume

liability for any injury to person(s) during the time the premises are used. No liability is assumed by the library, staff, Board, KRL, or the county for vehicles or equipment left on the library grounds.

The renter shall, and does hereby agree to protect, defend, indemnify, and hold the library, staff, Board, KRL, and the county, and their employees, agents, officers, directors, attorneys, and invitees (collectively referred to as indemnified parties) harmless from any and all judgments, orders, decrees, awards, costs, expenses, damages, claims, lawsuits, and other losses for bodily or personal injury or property damage to persons at the premises during the renter's occupancy, including bodily injury resulting in death, which arises out of or in connection with the renter's operation, use or occupation of the premises, whether the use is authorized or not, by any act or omission of the renter or any of the officers, agents, employees, guests patrons, or invitees of the renter, whether such costs, loss, damages, injuries, or expenses is contributed to by the negligence of library, staff, Board, KRL, and the county, and their employees, agents, officers, directors, attorneys, and invitees (except this indemnity shall not apply to damages, injuries, including death, or the costs incident thereto found to be caused by the sole negligence of the library, staff, Board, KRL, and the county). This indemnity shall be in addition to, and not in lieu of, any other rights or remedies afforded to library, staff, Board, KRL, and the county by law or equity, and the parties hereto expressly agree this indemnity obligation shall survive termination of this agreement.

Revised October 16, 2001; Revised October 21, 2003; Revised July 19, 2005; Revised April 15, 2008; Revised May 19, 2009; Revised July 27, 2010; Revised November 5, 2012; Revised July 24, 2013; Revised July 22, 2014; Revised November 15, 2021; Revised May 5, 2022; Revised May 31, 2022; Revised September 21, 2022; Revised December 27, 2022

Meeting Room Cleanup Checklist

The meeting room is expected to be left clean, in the condition in which it was found. Please ensure that you have completed this checklist before you leave the building after your event. For the purposes of this checklist, the term 'clean' is defined as there being no trash, no visible stains, no sticky spots, and no evidence of items such as tape or other adhesives.*

The kitchen is clean..

The floor is clean.

The tables are clean.

The chairs are clean.

The walls are clean.

All trash and decor has been removed.

The restrooms are clean.

The lights have been turned off.

The air conditioning has been turned off.**

The outside door has been locked.

The furniture has been placed back in the closet.

*If you arrive to set up for your event after a previous party's event and find that the room is not clean, please make a separate list of the above cleaning requirements that were not met by the previous party. Photo documentation is also appreciated.

**If the air conditioner is left running all night after the room is cleaned and vacated, \$10 will be automatically deducted from the cleaning deposit.