



*Serving all of
Robertson County!*

Stokes Brown Public Library Room Use Policy

Overview

The Stokes Brown Public Library building is jointly owned by the City of Springfield and Robertson County, TN. The Patsy Fyke Borthick Community Room and the Louis R. Draughon Foundation Board Room are primarily for use by the library and its funding bodies in fulfilling their missions to the community. As time and space permits, the rooms may be made available to other community organizations.

Scheduling

Reservations are made through the designated staff person during regular business hours. Reservations must be requested at least a week in advance.

Room Details

The Board room measures roughly 600 square feet or 24' x 25' and will hold a **maximum of 36 people**. A large table with seating for twelve (12) is provided. The table cannot be moved. No kitchen access is available.

The Community Room measures roughly 2,100 square feet or 34' x 62' and will hold a maximum of **133 people** in a theater-style arrangement with chairs in rows (by fire codes). When seating guests at tables, this room will hold a **maximum of 126 persons**. Kitchen access is available.

Audio-visual equipment may not be available to groups meeting outside the Library's regular business hours unless prior arrangements have been made. The library is not responsible for any damage use of A/V equipment may cause to the users property.

Eligibility

Government agencies

This includes Federal/ State/ Local government agencies and/or any agency who receives 51% or more of their funding from these agencies. This includes but is not limited to The City of Springfield & Robertson County Governments and their departments. It also includes Robertson County Schools, UT Extension, Springfield/ Robertson County Airport, and other Municipalities.

Non-Profit Groups

Non-Profit groups may be required to submit proof of 501 (c) IRS status. Such groups must be either based in Robertson County or include Robertson County as part of their current service area.

Businesses

The rooms may be used by businesses that serve Robertson County for events such as board meetings and focus groups. Documentation proving the existence of the business may be required.

Individuals

The rooms may not be used by individuals for private events. This includes but is not limited to events such as weddings, baby showers, or birthday parties.

Paperwork and Fees Required

Reservations

Reservations will be finalized only upon payment of the required fees and deposits and completion of the attached Event Worksheet and Rental Agreement. Please call before completing the paperwork to confirm the chosen date is open.

Damage

The contact person will be responsible for the costs of any damage or cleaning fees. Failure to pay for damages or leaving the room in unsatisfactory condition may result in the organization being suspended from using the room for a period of time to be determined by library administration. The responsible party may also be suspended from signing on behalf of other organizations.

The following are examples of the fees that may be assessed if cleaning guidelines are not met. Tables or chairs not wiped down, trash not removed, kitchen countertop not wiped down \$25 each. Parking or driving on grass \$100. Charges for carpet cleaning, wall repairs, damage to A/V systems, lighting, fixtures, lost keys, or similar damages will be determined based on the rates set by the vendor selected by the library for the necessary services.

Usage Fees

Nonprofit and government agencies (as defined above) are exempt from room use fees.

For the Board Room, rental fees for businesses are \$50.00 for up to 4 hours. When more than four hours are reserved, the fee is \$10.00 per additional hour.

For the Community Room, rental fees for businesses are \$100.00 for up to four hours. When more than four hours are reserved, the fee is \$15.00 per additional hour.

Limited Number of Reservations Permitted

So that the needs of the library and other community groups can be met, an individual group may only reserve a meeting room twenty-four times in a calendar year. The library and departments of the City of Springfield and Robertson County Government are exempt from this rule. The library reserves the right to limit how far in advance the room may be reserved.

Cancellations

Cancellations must be submitted by the group's primary contact person at least five days before the event Groups failing to cancel will forfeit the room rental fee. A group repeatedly failing to cancel may become ineligible to make future reservations. The library reserves the right to cancel any reservation.

Sales & Fundraisers

The charging of admission/ fees to those attending events and the sale of goods or services on-site will not be permitted. This includes the collection of "free-will" offerings and donations. Exceptions to this are activities conducted by the Friends of the Library, the Library Foundation, the City of Springfield/ Robertson County Government departments, and entities collaborating with the library in advancing specific library services and programs under the programming policy.

Pre-Meeting and Post-Meeting Walk-Throughs

The primary contact person, or a person designated to act on his/her behalf named below, must walk through the meeting facility and report/record any damage to the room, door and windows, all walls, furniture or equipment before and after the meeting. The primary contact person is responsible for all activities during the time the room is reserved, and must stay until all attendees have left the meeting.

The contact person is responsible for signing the contract, paying the fees, attending the meeting or designating someone to attend on their behalf, and acting as liaison with the library staff.

Room Setup / Breakdown

A table with 12 chairs is set up in the Board Room and cannot be moved. Additional chairs may be requested when reservations are placed. A lectern is available upon request.

The lessee is responsible for setting up and breaking down the Community Room furniture, including tables and chairs, and is responsible for any materials they may require. Tables and chairs are located in the closet inside of the Community Room. Tables and chairs should be either placed back in the closet or arranged to match their original setup prior to the reservation.

Tables are heavy and often will require more than one person to move or set up. Library staff are not available for room set up or breakdown. A lectern is

available at no additional cost.

Other library furnishings, such as benches, easels, or trash cans must not be moved into the meeting rooms. No items from the meeting rooms may be moved into the hall.

Safety

It is against the law to block the exit doors. No tables, chairs, or other items should be placed in front of doors. Any injury or death to any person occurring due to the blockage of exits will be the liability and responsibility of the lessee.

Candles, deep fryers, and open flames are prohibited.

All posted occupancy limits must be complied with.

Do not dump food or grease down drains or on the grounds.

The Library reserves the right to cancel a reservation in an emergency situation, inclement weather, or due to maintenance needs. In the event of an emergency, or under other conditions requiring evacuation of the room, all meeting room occupants must comply with staff requests and orders. Under no circumstances will the library be liable for losses that might result due to the cancellation of an event.

Service animals are welcome. Pets are prohibited.

The community room kitchen is for adults only, no children.

The library reserves the right to revoke a reservation or halt an event in progress if the gathering is disruptive to the normal course of business or is in violation of the library code of patron conduct. This also applies to any suspected violation of state, federal, or local law /statutes by the organization or any attendees.

Open Access

A Library representative must be allowed to enter the room at any time.

The library reserves the right to cancel any event/ reservation at any time.

Smoking and Alcohol

No smoking or vaping shall be permitted in the building and no alcohol will be permitted on the property – no exception.

Hours & Access

The rooms are available for use from 7:00 a.m. to 9:00 p.m. on days the library is open. The room cannot be reserved after closing if the library will be closed the following day.

Everyone must be completely out of the meeting rooms 10 minutes before the library closes unless prior after hours reservations have been made. Please be sure to conclude your meeting early to allow enough time to perform the required clean up.

Access to the meeting rooms before or after library hours is by way of the

second White Street entrance. Lessee must ensure that these doors are firmly closed when locking up for the evening.

If a meeting room reservation starts before regular library hours, it is the primary contact person's, (or someone designated to act on his/her behalf) responsibility to obtain a pass key from staff before the event. The pass key may be returned to the circulation desk staff or dropped in the book drop. A return envelope will be provided with the pass key. Failure to return the key will result in a charge for full costs associated with loss.

Sound and Noise

Use of the meeting room must not interfere with library operations. Sound and noise must be confined to the reserved space and must not bleed over into the lobby.

Decorations and Advertising

No decorations may be attached to ceilings, walls, or chair rail.

Candles are prohibited.

The library does not advertise or promote events for lessees.

Usage of any Library phone number as contact phone number for an event, including but not limited to written, verbal, or digital content is prohibited. The library will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers.

One sign may be placed in the hallway outside of the meeting room but may not impede the use of the hallway or exits. Signs may not be posted more than one hour before the meeting begins and must be removed at the end of the meeting. Brochures and flyers may be placed on the library's community information bulletin board.

Other than as stated above, no advertising media may be placed in the library to advertise the lessee's activities and patrons on library property cannot be solicited by verbal or written means.

Lessee cannot promote events in a way that could reasonably cause the public to confuse the event as a library program. This includes but is not limited to using terms that are the same or similar to library programming (i.e. story time, music & movement, book club), and use of the library name (other than as the location), slogans, and logos. Any printed or electronic publicity or marketing materials that include the library's name and address must include the disclaimer: "This event is not sponsored by Stokes Brown Public Library". One warning will be given, a second violation of this policy, or failure to correct the issue, may result in refusal of future reservations.

Parking

Parking is extremely limited. Lessee and guests may use the parking

spaces in the front of the library or on surrounding streets. Under no circumstances will parking/driving on the sidewalks or grass be tolerated. Springfield Police will ticket individuals not following city parking ordinances.

Clean-Up

The **board room** must be cleaned after use. Table(s) and chairs cleaned and floor vacuumed. All trash must be removed from the premises.

The **community room** must be cleaned as follows. All tables used must be wiped down. Lessee is advised to bring a household spray cleaner and paper towels with them for table and chair cleanup. Tables and chairs must be moved back into the storage closet. The kitchen must be cleaned if used. A vacuum cleaner for the lessee's use is located in the large community room storage area. Vacuuming is required. Contact staff if you are unable to access the vacuum cleaner.

If the room is left unclean or damaged, the expenses of repair or cleaning will be billed to the contact person.

The library is not responsible for any items left on library premises. There will be no payment or replacement for items lost by the organization or those in attendance. Insurance coverage is not provided.

Responsibility

The library staff will deal exclusively with the primary contact person who signs the rental agreement. This person, or someone designated on his/her behalf, must perform the pre-meeting walk-through and be present at the scheduled event to implement the rental agreement, user guidelines, and policies. They must be present when the room is opened for the groups, and remain until all attendees have left the meeting.

Book Signings/ Author Talks

Book signings & author talks must obey all guidelines in this document including but not limited to: no bookings by individuals, no sales, no soliciting on-site, and all advertising rules. These events cannot take place outside of the meeting rooms. Individual authors are advised to also consult the study room policy.

Revised and adopted: 9/11/2015
Updated: 5/9/2025

Stokes Brown Public Library Room Reservation Worksheet

Group Information

Name of Lessee/Group _____

This group is a (see above):

___ Government Agency ___ Registered 501 (c) Non-Profit ___ Business

Dates & Times

Day(s) and Date(s) of Event _____

Time the meeting(s) starts _____ circle a.m. or p.m.

(Rental Hours (including set up & clean up)

Beginning rental time _____ circle a.m. or p.m.

Ending rental time _____ circle a.m. or p.m.

Will the building be used during hours the library is closed? _____

Requesting use of :

- Patsy Fyke Borthick **Community Room**
- Louis R. Draughon Foundation **Board Room**
- Both

Contact Information

- Contact Person Name _____
- Contact Phone Number _____
- Contact Email (important) _____

The Library will work with this person exclusively during the rental period of this agreement. The contact person is the responsible party and must be present at walk-through and during the meeting to implement the rental agreements, user guidelines and policies. However, a back-up contact may act if the main contact person is not able to act or if the library cannot reach the main contact.

- Back-up Contact Person Name _____
- Back-up Contact Phone Number _____

IMPORTANT NOTICE: The library has posted hours for when the library is open. If your event occurs outside of library posted hours, the contact person must pick up an after-hours key before your event. The after hours key is for use at the second White Street entrance.

Fees for Meeting Room Use

Select room requested	___ Board Room	___ Community Room
Room Rental Fee per Meeting		Rate for 1st 4 hours \$_____, plus amount for additional _____ hours reserved at \$_____ per additional hour.
Total Fees/ Meeting	=	
Number of Meetings	x	
TOTAL USE FEE	=	

Rental fee check # _____

Total Amount Paid \$ _____

Rental Agreement

These Guidelines and Policies and the Rental Agreement form the rental contract and are the binding agreement between the Stokes Brown Public Library and the group (lessee) leasing space. This instrument was made and entered into on the date shown below, by and between the Stokes Brown Public Library, hereinafter referred to as "Lessor" and the group represented by the signer below, hereinafter referred to as "Lessee". Lessor hereby leases the Stokes Brown Public Library's meeting room space for the rental period specified on the Event Worksheet.

Said lease is made under the following terms and conditions:

1. In consideration of being granted permission to use the meeting room space, Lessee does forever release and discharge the Stokes Brown Public Library, the City of Springfield, and the Robertson County government, its successors and assigns, and its officers, employees, agents and their heirs, administrators, and executors from any and all causes of action, claims, damages, liability, and loss of services which the Lessee may have against the Stokes Brown Public Library, the City of Springfield, and the Robertson County government, its successors and assigns, and its officers, employees, agents and servants and their heirs, administrators, and executors resulting from any damage or injury which may or might be suffered while the Lessee has the use and/or custody of the meeting room.
2. The Lessee does further covenant with and agree to indemnify and hold harmless the Stokes Brown Public Library, the City of Springfield, and the Robertson County government, its successors and assigns, and its officers, employees, agents, and their heirs, administrators, and executors from all damage, expense, and liability that may or might be incurred while the undersigned has use and/or custody of the meeting room.
3. The premises are to be used by the organization specified in this contract only.

4. It is agreed that the Lessee shall take good care of the premises hereby leased and the appurtenances thereof, and shall abide by the terms of this agreement and at the end of the rental term shall deliver up said premises in good order and condition.

5. The Lessee does further agree to replace and/or repair any and all damage to the library building and grounds and to replace and/or repair any and all personal property therein which may or might be damaged and/or lost while the Lessee has the use and/or custody of the meeting room. If damage should be incurred any fees assessed shall be paid immediately upon demand by the Lessee to the Lessor. Failure to pay any damages will prohibit future use of the facility. It is suggested that the undersigned consider purchasing liability insurance to cover damages and/or injuries.

6. Title VI Compliance. Both parties to this Agreement acknowledge that they do not discriminate on the basis of race, color, national origin, income, gender, veteran status, disability, or any other protected class, in access to, or operations of its programs, services, activities, or in its hiring practices.

7. Insurance. The Lessor shall continuously have in effect for the term of this Agreement, and for any time after for which the Agreement is still applicable, commercial general liability insurance covering the Lessor in an amount sufficient to cover the liabilities of the Agreement. Such insurance shall insure and provide risk protection to lessee from all claims, which may arise out of or result from services provided by this Agreement when such claims are directly or proximately caused by the Lessor. Upon request, Lessor shall submit to Lessee certificates of insurance insuring Lessor to the effect that it has insured Lessor for all potential liabilities of Lessor covered by this Agreement. Additionally, Lessee shall continuously have in effect for the term of this Agreement, and for any time after for which the Agreement is still applicable, commercial general liability insurance covering the Lessor in an amount sufficient to cover the liabilities of the Agreement. Such insurance shall insure and provide risk protection to Lessor from all claims, which may arise out of or result from the use of Lessor's facilities when such claims are directly or proximately caused by the

Lessee. Upon request, Lessee shall submit to Lessor certificates of insurance insuring Lessee to the effect that it has insured Lessee for all potential liabilities of Lessor covered by this Agreement. Lessee agrees to indemnify and hold harmless the Lessor from any and all claims arising from Lessee's use of the facilities to the extent that such claims are directly or proximately caused by Lessee.

8. Lessee acknowledges that this agreement and the information provided on the event worksheet are public record and must be provided to the public if requested in accordance with Tennessee law.

The Lessee acknowledges that they have reviewed the policies adopted by the Lessor for the use of the meeting room and agrees to abide by such policies.

I/WE, THE UNDERSIGNED, ARE AUTHORIZED BY THE NAMED ORGANIZATION TO ENTER INTO CONTRACTS ON BEHALF OF THE ORGANIZATION. I/WE HAVE READ THE ABOVE RENTAL AGREEMENT, FULLY UNDERSTAND ITS LEGAL MEANING, AND ACCEPT THE RESPONSIBILITIES OF THE LESSEE.

Executed at Springfield, Tennessee, this _____ day of _____, _____.

AGREED AND ACCEPTED BY LESSEE:

Name of Organization _____

Print Name of Lessee _____

Lessee Signature: _____

Library Staff Signature: _____

Post-Event Checklist

Please check the following carefully to avoid the assessment of cleaning fees.

General

- Tables and chairs wiped clean.
- Floor vacuumed if needed. All spills cleaned.
- Trash bags removed from trash receptacles. New bags installed. All trash & trash bags removed from library premises. *The Library does not have a dumpster.*
- All Audio/Visual equipment turned off (if applicable).
- All lights are turned off.
- All property that does not belong to the library removed from premises.
- If during library operational hours, please check out with front desk staff.

Community Room

- Tables and chairs folded and returned to the Storage Closet
- Kitchen counters cleaned with disinfectant (if Kitchen is used).
- Kitchen floor swept.

After Hours

- If after hours, bathrooms are checked for lingering guests and extreme messes. **Please leave in good condition. Staff are instructed to check bathrooms prior to closure each day, so please don't leave them messy after your event.*
- Accessible areas are vacant and exits are secure.
- Access Badge and key returned to the After Hours Book Drop located on White Street (if applicable).