

Greeneville/Greene County Public Library

BIG SPRING ROOM POLICY

The Greeneville/Greene County Public Library invites the use of the library's Big Spring Room by local government entities, non-profit organizations, community groups, commercial users, and private individuals. The Big Spring Room is available to everyone on an equitable basis with a few exceptions. The room is not available for:

- meeting of partisan political or partisan religious groups
- any activity or event involving the use of tools, paint, glue, glitter, or other materials that might damage the room, its furnishings or equipment
- any events or activities after 10:00 p.m.
- any events that would compromise the normal usage of the library, based on the judgment of the Library Board of Trustees
- any purpose or activity prohibited by local, state, or federal law

Applications to use the Big Spring Room must be completed in full and returned to the library. Applications will be considered on a first-come, first-served basis. The room may not be reserved more than three months in advance. Permission to use the Big Spring Room is non-transferable.

Fees for use of the Big Spring Room are as follows:

- \$20 per use for non-profit organizations
- \$30 per use for commercial entities and private individuals
- Any user that wishes to serve food or beverages (other than bottled water) and/or have access to the kitchen facilities will be charged an additional \$20

Fees must be paid in advance and are non-refundable in the event of cancellation by the user. Events that are cancelled because of severe weather will be rescheduled for a future date.

Rules for use of the Big Spring Room:

- Event organizers must accept these rules for use of the room
- Maximum occupancy of the Big Spring Room is 70 persons

(rules continue on next page)

- An adult supervisor must be present at all times and accept responsibility for events involving minors
- Furniture in the Big Spring Room is not to be taken outside
- Alcohol is prohibited on the library's property at all times, including the Big Spring Room
- Smoking is prohibited on the library's property
- The library's name may not be used in promotional materials except in reference to the location of an event
- The Big Spring Room should be left in the same or better condition as it was prior to use

Liability

An organization or individual using library facilities, furniture, and equipment is liable for any damage to the facility and/or equipment.

The library assumes no responsibility for personal injury and/or damage to or loss of property of organizations or individuals incurred while using the room. This includes personal property of attendees.

Permission to use library facilities does not constitute library endorsement of or agreement with a group's or individual's purpose, activities, or views. Advertisements, announcements, press releases, flyers, etc., relating to non-library sponsored meetings shall not imply that the meeting is sponsored by the library.

Failure to comply with the library's Big Spring Room Policy will result in revocation of use privileges.