



Thank you for choosing our facility to host your event. We are always happy to work with our local community groups and provide space for their upcoming meetings and events. Attached in this information packet, you will find:

- The meeting room policy as established by our Board of Trustees;
- A copy of our meeting room guidelines with additional fee information;
- An application to secure use of a meeting room;
- A set-up worksheet;
- And a map showing all entrances to the meeting room spaces and additional parking areas. (Please feel free to share this map with others in your group or include it in any publicity you provide. All entrances are handicap accessible with handicap accessible parking.)

When scheduling an event, please complete the attached application and return it to Ambrea Johnson at the Bristol Public Library. You may email the completed form to meetingroom@bristol-library.org, fax it to 276-669-5593, or mail it to the attention of Ambrea Johnson at the Bristol Public Library at the address included below.

As you complete your application, please make sure to describe which room you would like to reserve and include any technical/kitchen needs or special requests for set up. Additionally, please note the exact times of your event and factor in any additional preparation time you may need. All groups must arrive and leave at stated times to ensure other events may proceed as planned.

Please note that the library charges a nominal fee for use of the rooms. All charges are based on a set standard of fees found on the last page of the library guidelines. The library charges an hourly rate; additional fees will be charged for use of the kitchen and/or technical equipment, or for after hours events.

Before scheduling your event, please read the complete meeting room policy and our meeting room guidelines. If you would like more information about the application process or if you have questions about scheduling an event at the Bristol Public Library, please contact Ambrea Johnson by email at meetingroom@bristol-library.org or by phone at 276-821-6147.

Thank you for selecting the Bristol Public Library to host your event, and we look forward to working with you very soon!

Sincerely,

Ambrea Johnson
Reference Department
Bristol Public Library
701 Goode Street
Bristol, VA 24201

Meeting Room Guidelines

The meeting rooms at the Bristol Public Library are available for public meetings of a civic, cultural, or educational nature for a nominal fee. Organizations, including nonprofit groups, government agencies and local businesses, located in the Cities of Bristol, Tennessee, and Bristol, Virginia; in Washington County, Virginia; and in Sullivan County, Tennessee, may use the room after submitting a reservation application. Our rooms may not be used for private events or celebrations such as birthday parties, anniversaries, bridal showers, etc.

The meeting room facilities are open to the public without regard to race, age, gender, religion, national origins, political affiliations, or disabilities.

Applications are available online at www.bristol-library.org. Additional information can be found in the Reference Department at the Bristol Public Library at 276-645-8781. To schedule a meeting room, contact the meeting room coordinator by phone at 276-821-6147 or by email at meetingroom@bristol-library.org. Payment for use of the room must be made at least one week in advance, or completed on the day of the event. An invoice will be provided by the Bristol Public Library to the reserving parties.

Meetings may only be held on days and evenings the library is scheduled to be open to the public, unless other arrangements are made. All groups must complete the application for use of the meeting room, and applications must be returned to the library at least 7 days prior to the scheduled event. No group shall assign its reservation to another group. BPL reserves the right to have a staff member present during any meeting held in the library facility.

Please note that Bristol Public Library programs and services take priority in all scheduling and may force the cancellation of scheduled meetings or programs. The library retains the right to cancel any reservation granted to an outside group for any meeting room. In the event of a cancellation, the library will give as much notice as possible to the reserving party or parties and reimbursements will be made as necessary. Cancellations on the part of the group using the meeting room must be made at least 24 hours in advance to the scheduled event. Failure to cancel may result in loss of privileges to use the room and may result in forfeiture of deposit and/or a meeting room no-show fee.

The Bristol Public Library reserves the right to limit the number of meetings per organization per year. Regular meetings may be scheduled up to six months in advance. Additional meetings may be scheduled up to a year in advance, which will be discussed at the time of application. Permission can be revoked at any time for any reason.

Groups should adjourn at least fifteen minutes before the scheduled library closing time. Arrangements for the use of the rooms before and after regular library hours must be made at the time of reservation. After hours events are subject to additional charges—up to \$25.00 per hour in addition to the regular meeting room usage fee—to cover staff time and security services.

The Bristol Public Library is a smoke-free campus (policy attached). Alcoholic beverages are not allowed on the premises at any time for any event (policy attached).

Organizations assume all responsibility for any damage to the meeting rooms or their contents, including the kitchen. All rooms are to be put back in the order they were found. Additional custodial services are provided for a nominal fee. The Bristol Public Library is not responsible for any injuries incurred during use of the rooms; likewise, the library is not responsible for any property lost, stolen, or damaged during the use of the rooms.

The Bristol Public Library does not guarantee parking for any event. The fact that a meeting is held at the library does not constitute an endorsement of a group's policies, personal beliefs, or political affiliations.

Nothing may be affixed or mounted in any way to the walls of the meeting rooms. No exit door may be blocked at any time. Due to fire code regulations, no meeting room door should be propped open. Additionally, the individual who submits the meeting room application to the library must be present at all times during use of the room. At no time may an unlocked room be left unattended. Please notify security or library staff when your event has concluded.

The library will provide limited set-ups of tables, chairs, microphones, a podium, a DVD player, computer connections, and Internet/WiFi connections. Arrangements for set up must be done at the time of application. The Bristol Public Library does not provide laptops, dry erase markers, or other office supplies, such as flip charts or additional dry erase boards. Please see the application form for additional set up information and supplies.

Requests for all set-ups must be made at least four days in advance of the scheduled meeting date; however, additional assistance will be provided on the day of the event to ensure set-up requirements are met. Standard set up in the J. Henry Kegley Meeting Room is 50 chairs facing the large screen at the front; three six-foot tables are available at each side of the room. Standard set up in the Frances Kegley Conference Room is 12-14 chairs around a large conference table with additional seating provided (for up to 20 people).

A full catering kitchen—warming oven, stove, two refrigerators, ice-maker, and dishwasher—is available for use by reserving parties and/or their caterer for an extra charge. The library provides a limited amount of supplies and utensils for use by groups. It is the responsibility of the group to have adequate supplies, utensils, and other items for their events. Items or supplies marked specifically for use by library staff or library events are not to be used. Arrangements for use of the kitchen must be made at the time of application.

Technical equipment is available for use by reserving parties for an extra charge. Library staff will provide assistance for setting up and using our technical equipment. The A/V cabinet in the J. Henry Kegley Meeting Room is to be locked at all times; for additional assistance, please inquire with library staff. Groups are responsible for any damage to or loss of library technical equipment. While the screen is in use in the J. Henry Kegley Meeting Room, the kitchen door must remain closed as it may damage the screen. Arrangements for use of the technical equipment must be made at the time of application.

Each group must supply its own laptop (as needed). Additionally, our technical equipment is **not** compatible with Mac/Apple products.

Publicity materials may not list the Bristol Public Library as a co-sponsor of any event or meeting, unless it is agreed to by the Director of the Bristol Public Library. Phone numbers for the library may not be listed as contact for or information regarding a scheduled meeting or event.

The Bristol Public Library Board of Directors reserves the right to make changes to the policies, guidelines, and fees for use of the meeting rooms as it deems necessary and proper.

Meeting Room Fees

Frances Kegley Conference Room

The conference room offers 12-14 seats around a large, central table with additional seating around the room (for up to 20 people). This room also includes a credenza, a projection screen (120" diagonal), and a dry erase board. A projector is available for use for an additional fee. Groups must supply their own laptop; our system is **not** compatible with Mac/Apple products.

City/Government Use: \$0

Non-commercial/Non-profit Use: \$0

Commercial Use: \$25 per hour

Technical Equipment Use: \$15 (flat fee)

Kitchen Use: \$25 (flat fee)

J. Henry Kegley Meeting Room

The meeting room at the end of the hall offers seating for a maximum of 150 people. This room also includes various set-up styles with ten 60" round tables, nine 72" rectangular tables, a movable podium with microphone, 150 chairs, a pull-down projection screen (175" diagonal), a projector, A/V cabinet, computer with wireless mouse and keyboard, a television (70" diagonal), microphones, and DVD player. (See policy for full details.) Technical equipment is available for an additional fee. Groups must supply a USB flash drive or disk to access information, or they must have access to information online; our system is **not** compatible with Mac/Apple products.

City/Government Use: \$0

Non-commercial/Non-profit Use: \$10 per hour

Commercial Use: \$50 per hour

Technical Equipment Use: \$25 (flat fee)

Kitchen Use: \$25 (flat fee)

Meeting Room Application

This application form serves as a group's contract for use of the Bristol Public Library meeting space. Please read carefully and return promptly.

Organization _____

Address _____

City _____ State _____ Zip code _____

Phone _____ Email _____

Please indicate which room you would like to use:

J. Henry Kegley Meeting Room _____ Frances Kegley Conference Room _____

Fee category (see fee schedule):

City/Government _____ Non-commercial/Non-profit _____ Commercial _____

Date(s) of Meeting(s) _____

Number attending _____ Meeting start _____ Meeting end _____

Purpose of Meeting _____

Applicant's Name _____

(Please note: You must be authorized to act for the group for which you are applying.)

Address _____

City _____ State _____ Zip code _____

Phone _____ Email _____

I will _____ will not _____ use the kitchen (see fee schedule).

I will _____ will not _____ use technical equipment (see fee schedule).

I am an authorized representative of the above organization. I have read and agree to comply with the policies and regulations of the Bristol Public Library meeting rooms. I accept responsibility both personally and as an organization for any damage to library property and will report such to library staff.

Signature

Date

Meeting Room Set Up

Set up requirements: Please fill out the following to confirm your reservation. For more information on what types of equipment each room has available, please see the meeting room policy and guidelines. For any additional questions, please contact Ambrea Johnson at the Bristol Public Library by phone at 276-821-6147 or by email at meetingroom@bristol-library.org.

Please indicate which set up you will need:

_____ **Standard set up**

For the Frances Kegley Conference Room, standard set up is 12-14 chairs placed around a large conference table. For the J. Henry Kegley Meeting Room, standard set up is 50 chairs in rows facing the front of the room with 3 six-foot tables alongside the room, which can be used for materials or catering. A single six-foot table is located in the hallway, as needed, for group registration. If you will need assistance with the kitchen or technical equipment, please indicate your needs in the space provided:

_____ **Special set up**

Please describe your needs in detail in the space provided below:

Invoices for use of the meeting rooms will be provided to the reserving party. Invoices can be mailed, emailed, faxed, or personally given to the individual making the reservation. Full or partial payment should be made one week (7 days) prior to the anticipated event date; full payment, if not made prior to event, must be made on the day of the event. Failure to make payment or follow meeting room policies and guidelines may result in the organization being denied future use of the meeting space; failure to cancel meeting 24 hours prior to event may result in loss of meeting room privileges and/or forfeiture of deposit payment.

When completed, please return to Ambrea Johnson at the Bristol Public Library. Completed forms can be faxed to 276-669-5593, scanned and emailed to meetingroom@bristol-library.org, returned in person to the Reference Department at the Bristol Public Library, or mailed to the library as indicated below:

Bristol Public Library
c/o Ambrea Johnson
701 Goode Street
Bristol, VA 24201

Please share attached map with meeting attendees, especially if your meeting begins or ends outside the regularly scheduled operating hours of the Bristol Public Library.

