

Meeting Space Usage Agreement

The meeting spaces of the Rutherford County Library System (RCLS) are available to groups and individuals by reservation. All reservations are subject to the approval of the RCLS Library Board.

The Library reserves the right to withdraw permission for meeting space use when conditions warrant such an action. Use of the Meeting Spaces must be free and open to the public unless otherwise authorized by the RCLS administrators. Use of the meeting space does not constitute endorsement by the RCLS Library Board or the Library.

- All reservations for meeting spaces must be made at least 48 hours in advance via the “Room Bookings” tab at rclstn.org.
- Priority of scheduling will be given to library-sponsored events. If it is necessary for the Library to reschedule a previously booked reservation to accommodate a library function, then the group or individual with a reservation will be given as much notice as possible.
- All non-library-sponsored reservations are scheduled on a first-come, first-served basis.
- Meeting spaces may not be used for birthday or anniversary parties, weddings, funerals or other personal events.
- Food and drinks are allowed in the meeting spaces, but must be provided by the group.
- The group is responsible to restore the meeting space to proper order and cleanliness at the close of the reservation.
- For evening reservations, all meeting spaces must be vacated 15 minutes prior to the Library’s closing time. Meeting spaces are not available for reservation when buildings are closed.
- If the reservation needs to be canceled, the Library should be notified as soon as possible. Repeat no-shows or cancellations within three (3) months of booked reservations may result in loss of meeting space privileges.
- Given prior notification, library staff may assist with existing library AV / IT set up for the reservation.
- The group or individual responsible for use of the meeting space will be held financially responsible for any damage incurred.
- Publicity such as posters, press releases, or other material related to the meeting space reservation may not imply sponsorship, co-sponsorship, or endorsement by RCLS.
- Groups and individuals using the meeting spaces must abide by all RCLS library policies including but not limited to the RCLS [Rules of Conduct](#).
- In the event of library closure due to an emergency or inclement weather, all meeting space reservations for that day will be canceled.
- Library sponsored or co-sponsored events may be exempt from some of the above regulations at the discretion of RCLS administration.