



**Franklin County Library * 105 S. Porter St. * Winchester, TN 37398 * 931.967.3706
FAX 931.962.1477 * franklincountylibrary.org * fcldirector@franklincotn.us**

The Library Meeting Space(s) are used to support the Mission and Objectives of the Library. The Meeting Space(s) may be scheduled by designated Library partners for civic, cultural, and educational programs. These programs may include fundraising to benefit the Library but not for-commercial or solicitation purposes.

Please complete and return to Franklin County Library.

Name of contact person attending meeting _____

Email address _____

Phone number _____ FAX _____

Name of organization _____

Mailing address _____

City, State, and Zip _____

Program name _____

Purpose of meeting _____

Expected attendance _____

Date and time meeting room is needed including set up and clean up _____

*Please no food or drink; water bottles are acceptable.

If meeting is cancelled, please notify the director by fax, email, or phone.

I have read and will comply with the Franklin County Library Meeting Room Policy and will share this information with all attendees. I understand I am responsible for loss or damage of Franklin County Library equipment. Thank you.

Signature _____ Date _____

Print name _____

Approved 08 November 2023

Meeting Space Policy

1. The Meeting Space(s) may be scheduled at the Library Director's discretion.
2. Requests are submitted to the Library Director no less than three (3) business days prior to the requested date(s). A response is conveyed within three (3) business days.
3. The Library does not endorse the goals, beliefs, or policies of groups or individuals using the Meeting Space(s).
4. All meetings must be open to the general public and news media.
5. Per Winchester Fire Department, the Main Floor Meeting Space(s) accommodate(s) up to seventy (70) persons.
6. Per Winchester Fire Department, the Lower Floor Meeting Space(s) accommodate(s) eighty-five (85) persons.
7. Applicants are held responsible for the preservation of order of those in attendance.
8. All Federal, State, and Local Ordinances, as well as rules of the Police and Fire Departments relating to the public, must be strictly obeyed and will be enforced.
9. The Franklin County Library Code of Conduct Policy applies to Meeting Space(s) usage.
10. The Franklin County Library prohibits the following:
 - a) Illegal activities
 - b) Use of Alcohol, tobacco, e-cigs, and illegal drugs
 - c) Gambling
 - d) Promotion and use of child pornography, pornography and/or obscene materials by community standards
 - e) Use of flammable, combustible, and/or hazardous materials
 - f) Activities that may result in damage to Library property
 - g) Conduct that interferes with Library business
11. Spaces may be reserved by adults eighteen (18) and older.
12. Reserves may be limited.