



# Library Meeting Room Application 2026

Lucius E. and Elsie C. Burch, Jr. Library  
501 Poplar View Parkway | Collierville, TN 38017  
Phone: 901-457-2601 | Fax: 901-854-5893

## Organization Information

Organization Name: \_\_\_\_\_

President/Chairperson Name: \_\_\_\_\_ Phone: \_\_\_\_\_

This organization is a: Not-For-Profit Organization Not-For-Profit Tax ID: \_\_\_\_\_ :   
For-Profit Business/Organization; \$40 per hour fee applies:

## Contact Information

Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

## Meeting Date(s)

*(One meeting per month. Groups may ONLY book meetings 12 weeks/84 days in advance. You may list tentative dates per month, but this does not guarantee your reservation. It is the responsibility of each group to reserve specific dates & times through our online reservation system or call the library to reserve.)*

January	February	March	April	May	June
July	August	September	October	November	December

Meeting Room: Halle Room (Capacity 40 people)

Meeting Time: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Will food be served? Yes:  No:

- Each organization is responsible for arranging the room in the manner which they find the most appropriate for their meeting.
- Each organization is responsible for leaving the room in the manner in which it was found.

**I have read the Meeting Room Policy and agree to abide by the conditions set forth.**

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Official Use Only

Date Reviewed: \_\_\_\_\_ Approved:  Denied:  Approved by: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

## **Meeting Room Policies**

The Library is pleased to offer free meeting room space for local non-profit organizations to be limited to a 2-hour time period per meeting.

Non-profit organizations will be asked to provide a tax-exempt number.

Groups are limited to one reservation per month to ensure that meeting room space is available to as many organizations as possible.

The following groups are exempt from the 2-hour limit per month: The Contemporary Club, the Friends of the Library, and all Town Departments.

Groups can reserve the room up to 3 months in advance. The following groups are grandfathered and can reserve their meeting times for a full calendar year: Collierville Education Foundation, Collierville Community Civic, Family Violence Council, Friends of the Library, Contemporary Club, and 20th Century Club.

The Library offers free meeting room space to Collierville community book clubs, pending Library approval.

The Library offers meeting room space to all other businesses/organizations at \$40/hr.

Meeting setup and takedown must occur within the time period reserved. If an organization occupies the room 10 minutes past the time period reserved, an hourly charge of \$40 will apply.

All programs / meetings must not disrupt the use of the library for others. The Library reserves the right to withdraw a previously approved meeting room reservation and/or application.

Permission to use the library meeting rooms does not imply library endorsement of the views, aims, policies or activities of any group or organization.

The meeting rooms will not be used for fundraising activities or events, except those sponsored by the Library or the Friends of the Collierville Library. The meeting room will not be used for parties or showers.

The library does not discriminate in making its premises available on the basis of race, color, national origin, religion, sex, sexual preference, age or physical limitation.

The library reserves the right to reassign an organization to a different room or date if the room is needed for a library sponsored activity.

## **Meeting Room Guidelines**

Use of the Halle Room is by reservation only and must be reserved no later than 3 days in advance. The Library Director may make exceptions in some cases.

Groups can reserve the meeting room for the current month and the following two months in advance of their meeting.

The meeting room will be booked on a first come, first-served basis.

The library must be notified in advance of any meeting cancellation or change in the name / phone number of the designated contact person for the group. Failure to comply with this policy may result in the non-acceptance of future bookings.

The meeting room must be left in the order in which it was found. Tables and chairs may be rearranged, provided they are returned to their original arrangement at the end of the meeting. A fee will be charged to users for repairs of damages or special cleaning as determined by the Library Director.

To reserve the meeting room, an adult (18 years or older) must review the Meeting Room Policies and complete a Meeting Room Application, available on the Library's website, through the Room Booking module, and at the Library. Applications should be submitted at least two-weeks before the actual event.

All groups must reserve the times for their meetings using the Room Booking module on the Library's website or with the assistance of Library staff by phone or in-person. Specific dates and times for all meetings must be recorded on the application (i.e. August 12th from 2:00 – 4:00 p.m.)

The designated organizational contact will be by email through the Room Booking software if the meeting room request is approved and the dates/times can be accommodated.