

PUBLIC MEETING ROOMS PROTOCOLS

of the
Blount County Public Library

COVID-19 Protocols

The Blount County Public Library operations have been amended to ensure adherence to the CDC guidelines regarding the prevention of the spread of COVID-19. The Library meeting spaces are open for reservations with the following safety guidelines:

- 1) Available Meeting Rooms: Dorothy Herron Room (combined A&B), Sharon Lawson Room, Board Room, and Study Room D.
- 2) Room capacity: Dorothy Herron and Sharon Lawson 32 guests maximum; Boardroom (6 guests maximum); Study Room D (2 guests maximum).
- 3) The table arrangement is determined at the booking phase of the meeting room. Tables will be spaced at a minimum of 6 feet apart at all times. Please do not move any of the tables once the room is set up.
- 4) Coffee service is available; however, self-serving carafes cannot be left in the meeting space, at this time. Coffee service is only available Monday - Friday from 9:00 am - 4:00 pm.
- 5) Catering is available Monday – Friday from 9:00 am – 4:00 pm through The Bookmark Café. A limited menu is available on the Library’s website, and all foods are packaged/served following COVID-19 Guidelines.

Room Pricing

Pricing for room reservations may fluctuate due to environmental situations.

Reservations

All rooms will be reserved through Acuity and will maintain a thirty-minute time frame before each meeting to allow for disinfecting. Guidelines, as listed above, must be observed.

Study Room D

Due to the location of this room in proximity to other patrons, the Library requires that headsets be used when conversing online, attending a webinar, etc., to keep the noise at an acceptable level. If a guest requires a location that is more private or conducive to a higher noise level, the guest may book one of our other meeting rooms for a charge as it is listed under Room Pricing.

The maximum number of guests for this room is one. Allowance for an additional guest may be made based upon the needs and safety of the guest. In an effort to prevent the spreading of COVID-19, group study is discouraged and the study room door will remain locked when not in use. A member of the Reference Department will be able to unlock the room, as well as administration and facility members.

Meeting Room Procedures
Consisting of one (1) page