

## MEETING ROOM POLICY

### Jackson County Library

1. Group is limited to use of room booked.
2. All children must be supervised and remain with the group.
3. Room is to be left in clean, undamaged condition.
4. No group is allowed to be loud or disruptive.
5. Do not drag tables – if they are to be moved, they are to be lifted.  
If additional chairs or tables are needed, library staff must be informed.
6. Restrooms must be left in a clean condition. Report any problems to library staff immediately.
7. If library is open, inform library staff when meeting is ended and group is leaving. Turn in “Meeting Details” form when leaving. If library is closed, leave “Meeting Details” form on one of the tables.
8. No smoking, alcohol, or other substances on library property, including outside property.
9. If meeting has to be canceled, the group or responsible person is to contact the library as soon as possible so that the room will be available for other groups.

Signature of Responsible Party \_\_\_\_\_

for \_\_\_\_\_ Date \_\_\_\_\_

Group

## CARE AND USE OF THE MEETING ROOM

Each organization and/or group assumes full responsibility for any damages incurred resulting from use of the meeting room facilities. Groups are responsible for cleaning up after all meetings and leaving the room as they found it. Groups that fail to comply with these regulations will be denied future use of library meeting rooms.

Do not drag tables – pick them up to move them. Staff will show where cleaning supplies (i.e broom, mop, etc) are to a representative of the group.

The library assumes no responsibility for personal items/belongings of those attending the meeting. Lost items are kept at the library's circulation desk for one month. Any person may check that location for lost items during operating hours.

The library is not liable for injuries to people or damages to or loss of property of groups and/or organizations using the meeting room.

There is no smoking within 20 feet of the building.

No alcoholic beverages, drugs, or weapons are permitted on library premises.

No open flames (i.e candles) may be used in the facility.  
No attachments (i.e flyers, posters, displays, announcements) are allowed to be affixed to the interior or exterior surfaces of the library.

## MEETING ROOM CAPACITIES

The maximum capacity of the large meeting room at Ripley is 50-60 people. The maximum capacity of the small meeting room at Ripley is 10-15 people. The maximum capacity of the meeting room at Ravenswood is 20-30 people.