

# Policy for Use of Meeting Rooms

Modified and Adopted December 4<sup>th</sup>, 2022

The Meeting rooms of the Jackson County Public Library (JCPL) will be used primarily for the programs of the Library. As a service of the Library, these rooms may be used by qualified groups and organizations as set forth by the following policies.

1. Library sponsored activities are given priority in scheduling use of meeting rooms. Notice will be given to any group whose scheduled use of the room(s) conflicts with a Library sponsored activity as soon as possible.
2. The Library reserves the right to move your group to another meeting room for space purposes or to cancel you meeting with timely notification due to scheduling conflicts, inclement weather or any other reasonable situation.
3. Non-profit groups can use the meeting rooms free of charge.
4. Any other group or individual may use the room, but will be charged a fee and a refundable deposit if the room is left clean, undamaged and the key is returned promptly.
5. Meeting room use must be approved by the Director or Branch Manager.
6. Library meeting room(s) may not be used for:
  - a. Political campaigning on behalf of, or in opposition to, any candidate for elected public office.
  - b. To protest or support any bill, law, or ideology.
  - c. Any illegal or potentially hazardous activity.
  - d. No retail sales.
7. A library staff member or member of the Board may attend any meetings held in its facilities to verify that no illegal activities are taking place on the Library's premises. And/or to make sure the policies for the meeting room are being followed. Illegal activity will result in immediate eviction and denial of future use of the Library's meeting rooms by groups or individuals violating this policy. Failure to follow other policies may result in the same consequence as stated above depending on the severity of the action.
8. Use of the meeting rooms will be scheduled on a first-come, first-serve basis.
9. Fees and deposits for individuals or groups other than non-profits need to be paid at the time the room is scheduled. No meeting will be scheduled until fee and deposit are paid.
10. If a non-profit group holds regular meetings they may schedule on a yearly basis.
11. **NOTE:** The potential that a library event may still occur at any time is possible. The Library will work to organize all Library related events around pre-scheduled meetings, but given the nature of library events there may be times in which pre-scheduled meetings will need to be canceled or moved to another room. If this occurs the individual or group will be notified as soon as possible. If a fee was charged it will be refunded. (The months of June, July, and August the JCPL holds its annual Summer Reading Program and the rooms are used very frequently. Scheduled meetings may need to be moved or canceled during is time.)
12. If your group is not going to arrive for your meeting, please inform the library as early as possible so the room may be rescheduled. If a fee is paid and the meeting is canceled, the fee will be returned only if the library was notified at least 24 hours in advance. The deposit will be returned.
13. Groups containing minors, (anyone under 18 years of age), must have an adult responsible for reserving the room and remain present at all times. The minors must remain with their group.

14. The person making the reservation will be held responsible for the proper conduct of the individuals in the group or organization. They will make sure the meeting room(s), bathrooms, hallways, and kitchen if used are left clean and in good repair. They will be responsible for any damage to the facilities or equipment used.
15. No group or organization may use the JCPL logo or name in the promotion or advertising of their meeting or use the Library address as it's address without the Library Director's or Branch Manager's approval.
16. Propping open of the outside access doors is strictly prohibited. (An exception will be made for the time it takes to briefly unload materials.) Any person or organization found leaving the door propped open will be asked to stop. If it continues they will not be allowed to use the rooms in the future.
17. The Library assumes no liability for the theft or damage to property brought onto library property.
18. The Library assumes no responsibility for injuries which occur as a result of actions of sponsors or participants in activities in meeting rooms or on the library property.
19. NO smoking, vaping, or any tobacco products on any Library property. Any smoking must not be within 20 feet of the building according to city ordinance. Limited alcohol in certain circumstances may be permitted with **prior** board approval.
20. The Library does not endorse or support the beliefs or actions of any groups or individuals that use the meeting rooms.
21. All groups are limited to the room that they have reserved. At the Ripley location the kitchen is available upon request. The refrigerator may be used only during the time reserved unless special permission is obtained from the Director.
22. No open flames are allowed inside the Library or meeting rooms.
23. NO attachments are allowed to be placed on the walls inside or outside the Library or meeting rooms.
24. The Library Staff are not responsible for setting up meeting rooms or cleaning up the meeting rooms, kitchen, or restrooms. Meeting rooms and restrooms are to be left in clean, undamaged condition. Any tables that are used need to be cleaned and trash needs to be disposed of in the dumpster outside the library. If library facilities are not left clean and undamaged the individual and/or group will not be allowed to use them in the future.
25. No group is allowed to be loud or disruptive. Library staff will ask a group to leave if disruption or noise continues to be a problem.
26. A meeting attendance slip will be given to every individual or group using the rooms. If the library is open please return it to the front desk. If the library is closed please leave it in the room or return it in the book drop along with the key (if applicable) in the envelope provided.

## **Rental Fees**

Ripley large meeting room - \$50.00

Ripley small meeting room - \$25.00

Ravenswood meeting room - \$50.00

\$50.00 security deposit in cash is mandatory upon booking. This fee will be returned if the key is returned promptly and the facilities are left clean and undamaged. If the facilities are unclean or the key is not returned within 24 hours the deposit is forfeited. An extra fee for the cost to change the locks will be added for unreturned keys. Any damage to the facilities will result in the loss of the deposit and the cost of repairs.

If the group is a non-profit a \$25.00 cleaning will be charged if the room is left unclean. The cost of having locks changed will be charged if the key is not returned within 24 hours. If the facilities are damaged a cost of the repairs will be charged to the group.

In the event that any additional fees are acquired the responsible individual or group will not be allowed to use the room until all fees are paid in full.

## **Maximum Meeting Room Capacities**

Ripley large meeting room – 50-60

Ripley small meeting room – 10-15

Ravenswood meeting room – 20-30

## **Options available upon request**

Laptop

Projector

Kitchen (Ripley only)

TV and DVD player

Extension Cords

Wii

I have read and understand the Policy for Use of Meeting Rooms at the Jackson County Public Library. I accept all responsibility for adhering to this policy.

**Name of Group, Organization, or Individual**

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**Name of responsible individual** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Address** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Not Approved** \_\_\_\_\_

**Director/Branch Manager signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**How rooms should be left. Cleaning supplies will be left for your use.**



Initials \_\_\_\_\_