

## **Meeting Room Policy**

Priority use of the Meeting Room is given to events sponsored by the library and/or the Friends of the Library. When otherwise not in use, the meeting room is available on a first-come, first served basis. All meetings must be open to the general public with no admission fee. Fees to cover only the cost of materials and supplies may be charged by publicly-funded institutions and accredited educational facilities. No for profit sales are permitted unless they benefit the library or Friends of the Library. The one exception is author readings. An author presenting a program for the library may sell his/her books.

The use of the Meeting Room is provided as a public service by the library, and does not mean that the library advocates or endorses the viewpoints of meetings or meeting room users.

For meetings taking place after the regular operating hours of the library, access is only for the lobby, restrooms, and the meeting room. The library proper will be locked.

The meeting room is furnished with fifty stacking chairs, four folding tables, a podium, and a projector screen. A computer projector is available upon request. A laptop is also available upon request at the discretion of the director and upon a signed agreement of the Internet and Technology Acceptable Use policies. There is a kitchenette with a small refrigerator, a sink, and a microwave.

Prior to considering the meeting room reserved, an authorized representative must complete and turn in the reservation form to the library. No group may reserve the room more than twelve times in a calendar year. Groups may meet more than 12 times in a calendar year, but the room cannot be reserved more than 24-hours in advance for the additional meetings. The key to the building may be picked up no more than one business day in advance, and at the end of the meeting should be placed in the outdoor book return by the parking lot. Only registered patrons may reserve the meeting room unless the meeting is for a federal, state, or county government agency and takes place during normal library hours.

The users agree to the following:

- Person signing the reservation form must be at least 18 years of age and must attend the function being scheduled.
- A person 18 or older must schedule, attend, and be responsible for all gatherings in the meeting room. Minors are not permitted in the meeting room unless under the direct supervision of a responsible adult.
- Except for government meetings taking place during library business hours, the person signing the reservation form must have a JLHPL card.
- No event shall last later than 10:00 p.m. without special approval of the library director —all exterior lights are programmed to go off at 10:00 p.m.
- No library property may be taken out of the building for any reason.
- No smoking, including vaping or e-cigarettes, or alcoholic beverages are allowed.

- Light refreshments may be prepared—the kitchenette is not designed for regular cooking. The library does not provide kitchen supplies such as paper cups and plates. Users must remove trash at the end of the meeting and leave the meeting room and restrooms clean and orderly.
- The library does not provide typing or copying services, take messages, or furnish supplies to groups using the meeting room. During library hours, the library does, however, provide a photocopier for patron use for a fee.
- The library staff cannot babysit children while parents are attending meetings. The person signing the reservation form should notify those attending the meeting of this regulation.
- Maximum capacity for a meeting is fifty people.
- The library is not responsible for items brought into the building by persons attending the meeting.
- The organization reserving the meeting room shall assume any and all liability for personal and/or property damages arising from their use of the meeting room and shall hold the library blameless on any action brought against the library as a result of their use of the meeting room. The sponsoring organization must provide proof of insurance.
- User is responsible for seeing that the lights in the meeting room, lobby, and restrooms are turned off and that the front entrance doors are locked when leaving. Thermostat settings are pre-set and should not be disturbed.
- The furniture in the room should be restored to the format in the attached diagram.
- Additional chairs or other equipment should be requested before the library closes for the day.
- The person responsible for the key shall securely lock the front entrance doors and drop the key in the outdoor book return.
- All library owned equipment, with the exceptions of the microwave and refrigerator, must be unplugged before the person responsible for the key leaves the building.

