

MEETING ROOM USE POLICY

PURPOSE

The primary and priority use of the Jacksonville Public Library Meeting Room is for conducting official business of the Library and City of Jacksonville. All meetings held must be open to the public and may not be for the sole purpose of selling products or services.

The fact that a group is permitted to meet does not constitute an endorsement of the group's policies or beliefs by Jacksonville Public Library or the City of Jacksonville.

PRIORITY USAGE

1. Library meetings and activities
2. Activities co-sponsored by the Library or by groups whose primary purpose is to support the Library
3. Jacksonville City activities & meetings
4. Children/youth groups/organizations involved in literacy or educational programs
5. Activities sponsored by community based charitable and other non-profit organizations (501c3 documentation and/or membership rules/bylaws may be requested to verify non-profit status)*
6. All other activities**

Non-Profit organizations (categories 4 and 5) will be allowed one "free" Library meeting room reservation per month; with a maximum meeting time of 3 hours (plus set-up/clean up time) and no more than 2 sections. For subsequent/longer meetings in the month, non-profit organizations may be required to pay on the "for-profit" fee schedule.

Usage exceptions at the discretion of the Library Director

- Time beyond the 3-hour maximum
- Meetings requiring more than 2 rooms
- Use of the meeting rooms between other scheduled meetings/activities

Booking Basics

1. The person reserving the room(s) must be 21 years old or older and assume financial responsibilities for any damages to room and/or Library equipment.
2. Reserving party must be in attendance for the entire event.
3. Library card holders must be in good standing to reserve the meeting room(s).
4. Reservation must be filled out completely (on paper or online) at least 1 week prior to the event but no more than 3 months prior. (see Appendix E for reservation form)
5. *All applicable fees must be paid before the room reservation can be confirmed.*
6. No blanket reservations allowed; maximum of 2 meetings on the schedule at a time.

The Library reserves the right to refuse a reservation to any group or individual who fails to meet these guidelines, who has in the past been deemed unreliable, or whose event is deemed unsuitable for a library setting.

**** FEES for “For-Profit” organizations:**

All fees are to be paid at the time of reservation in two separate checks: cleaning deposit and facility fee.

- Facility fee for one section of the meeting area = \$15.00/hr.
- Facility Fee for two sections of the meeting area = \$30.00/hr.
- Facility fee for entire meeting room = \$45.00/hr.
- Cleaning deposit = \$25 *refundable only within 30 days; forfeited thereafter*
 - All organizations must pay the cleaning deposit which will be refunded **only** if the room is left in satisfactory condition.
 - Reimbursement is through the City of Jacksonville’s Finance Department; you should receive funds within 1-2 weeks after the request is made.

There will be a \$30.00 fee on all returned checks.

CANCELLATIONS

- Meetings must be cancelled in writing no later than 3 working days prior to the event date.
- Failure to cancel as specified will result in a forfeiture of the room payment. The cleaning deposit will be returned.
- Repeated cancellations will result in loss of meeting room privileges.

THE DAY OF...

- The responsible party will notify Library staff upon arrival.
- The set-up and break down of tables, chairs, etc. will be coordinated by Library staff.
- For special Library events, and room bookings, during the event's opening remarks, the provided emergency evacuation procedure announcement must be made. (See Emergency Evacuation Procedure in Appendix F.)
- All trash is to be put in the trashcans provided.
- The meeting rooms must be restored to their original clean condition *or the cleaning deposit will not be refunded*. Spills are to be cleaned promptly and properly and staff notified.
- Meetings must end on time and all meeting participants must be out of the room. Meetings running over and/or prohibiting Library closure will result in charges for the next hour.
- The meeting room must be vacated at least 15 minutes before building closing time; Library staff are not authorized to stay late to accommodate a prolonged meeting.

RESTRICTIONS

- Meetings must be open to the general public, and the booking fees will not be waived for any individual/organization that intends to charge admission/registration fees, solicit donations, sell/advertise/promote products and/or services or engage in fundraising activities not benefitting the Library.
 - As a noncommercial, governmental service, the Library Director reserves the right to determine if the sole or primary purpose of a meeting is for the commercial promotion or sale of any product and/or service and if so, require the individual/organization to pay the standard booking fees.
 - Library Director may waive booking fees for Individuals/organizations whose event includes fundraising activities that will benefit the Library or other qualified non-profit organization at his/her discretion
- The Library may require proof that any public presentation is not in conflict with copyright laws.
- Meetings must be held during the Library's normal business hours
- Persons under the age of 21 may use the meeting room only if there is an adult sponsor present who is responsible for the group's activities.
 - Persons under age 12 require one sponsor per 10 individuals.
- **Children must be supervised at all times.** The Library is not responsible for children left unattended while their parent or guardian is in a meeting.
- Meeting room space is intended for specific events not regularly scheduled, on-going meetings.
- The meeting room shall not be used for personal, or family private social events such as parties, showers, anniversaries, or receptions.
- The meeting room shall not be used for political campaign activities/rallies, partisan events, religious services, or fundraisers; exceptions may be granted by the Library Director
- The Library kitchen will not be available; full meals are discouraged.
- A group may not transfer the use of a room reservation to another group or individual.

- Attendance may not exceed the room capacity posted by the Fire Marshall (60 persons per meeting section).
- All exits must be completely unobstructed at all times.
- A group may not use materials, equipment or supplies (other than paper and writing utensils) that have not been authorized within the application process.
 - The Library cannot provide supplies for any group.
 - If a group rents outside items, that group is responsible for receiving and returning them.
 - Additional furniture or electronic items to be brought in must be approved at the time of reservation.
- Use of Library-owned audiovisual equipment must be requested on the reservation form.
- All advertisements, announcements, press releases, fliers, etc. relating to meetings must state that the event is not sponsored by Jacksonville Public Library.
 - Neither the name nor address of the Library may be used as the business address or headquarters of any organization using Library meeting space.
 - Event publicity may not include the Library's phone number, and the Library address may only be used to provide directions.
- The reader board (street sign) is available only to city departments.
- Any signs or posters placed anywhere in the building or on the property must be approved by the Library Director.
 - Non-profit group meetings may be advertised on the Library's website and/or e-newsletter if the request is confirmed before the 15th of the prior month and will include the name of the event representative(s) along with contact number(s).
- Groups are not allowed to store their property in Library buildings.
- Activities of a vigorous or dangerous physical nature such as aerobic exercise or gymnastics classes are not permitted.
- Activities involving the presence or use of any firearms, live ammunition, or hazardous substance are not permitted.

EXCEPTIONS:

- Library-sponsored programs such as author talks, book sales, or program performers, where the sale of books or CDs may be allowed as a convenience to program attendees, are allowed.
- Groups as Library co-sponsors who fundraise in support of Library programs and activities are allowed.

PROHIBITED!

- Any activity deemed in violation of federal, state, city, or county laws, codes, or ordinances
- The use of drugs, alcohol, tobacco and firearms
- Unauthorized activity
- Using open flames
- Signs, other decorations, nails, hooks, adhesive fasteners, tacks or screws attached to walls, windows, doors, floors, or furnishings
- Defacing or damaging the meeting room
- Stealing Library property
- Meeting room furniture and equipment moved from the room
- Meetings conducted in noisy, disruptive disorderly, or inflammatory manner
- Sleepovers and lock-ins
- Foods and drinks beyond the meeting room and adjoining lobby
- Dark-colored punch
- Animals (unless service animal or animals scheduled for Library programs)

Any cleaning required, or damage incurred, during the use of the facility will result in the responsible party (the person who reserved the room) being billed for the cost of cleanup, repair, or replacement, as determined by the Library.

FAILURE TO COMPLY WITH LIBRARY ROOM RULES and agreements will result in:

- the revocation of an organization's meeting room privileges and/or
- the staff's immediate termination of the current meeting and removal of the group from the Library

The Jacksonville Public Library reserves the right to cancel prescheduled meetings at any time, if use of the room becomes necessary to conduct City or Library business.

WAIVER OF LIABILITY

- All groups/organization shall indemnify, defend and hold harmless the Library, the City and County, its officers, agents, and employees from and against all claims, suit action of any kind arising and resulting or accruing from any negligent act, omission or error of the group/organization resulting in or relating to, injuries to body, life, limb, or property sustained in, about or upon the Library facilities thereto, or arising from the use of the premises.
- The Library is not responsible for:
 - lost or stolen items
 - items left in the meeting room
 - damages to vehicles in the parking lot

The Jacksonville Public Library reserves the right to alter this policy without prior notice.