

## **Jackson County Public Library Meeting Room Policy**

The Jackson County Public Library meeting room is available for informational meetings held for and by public organizations subject to the following conditions:

1. The scheduled meeting is conducted by a nonprofit organization (preferably with 501c3 status) and is free and open to anyone who wishes to attend the scheduled meeting. The maximum allowed capacity of the meeting room is 40 people.
2. The meeting room is not available for parties, receptions, and/or recitals.
3. Food or drinks may not be served in the meeting room except for water.
4. The library staff is not responsible for room set up. The organization using the room is responsible for returning the room to its original configuration.
5. Library sponsored programs or functions have priority in scheduling and use of the meeting room.
6. The room is available from 10 AM until 5:45 PM Monday, Wednesday, Thursday, and Friday. It is available on Tuesdays from 10 AM until 7:45 PM. It is available on Saturdays from 10 AM until 4:45 PM. All meetings must end at these times and the room must be returned to its original configuration prior to the library's closing time. No meetings may extend beyond the library's closing time.
7. No fees, dues, or donations may be solicited or collected at the time of meeting room use. In the case of educational classes, any associated costs may not be collected within the library and library staff may not be recruited for such fees or collection activities.
8. The room is reserved on a "first come, first served" basis. Cancellation of meeting room reservations must be given at least 24 hours in advance.
9. Prospective users must complete an application at least a week prior to the requested date. Submission of an application does not constitute or guarantee a meeting room reservation.
10. Requests for audio-visual equipment must be indicated on the application and such equipment is not guaranteed to be available. Damages to equipment or the room will be borne by the person signing the reservation application.
11. Groups are responsible for cleaning up the room prior to leaving the facility. Failure to do so could result in denial of meeting room use in the future.
12. Groups and meeting attendees must adhere to all library policies and procedures including those regarding patron behavior.
13. No meeting shall be advertised identifying the library as a location until confirmation of approval for use has been made.
14. The completed meeting room application will be either approved or refused within 48 hours of application submission, and a library staff member will provide notification of the decision.