

Policy 5-13	Meeting Room Use	Created: 10/8/2015 Revised: 04/28/2025 Approved: 5/21/2025
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I. Purpose

This policy explains the guidelines for public use of meeting and study rooms within Jackson County Library District facilities (Herein referred to as the “District” or “Library”).

II. Introduction

As the information center for its communities, Jackson County Library Services (JCLS) encourages the free expression of ideas essential to an informed citizenry. The offering of meeting room space in library facilities is one of the many methods used to provide access to ideas representing all points of view on all subjects.

The expressed viewpoint of any group wishing to use the room shall not be the determinant of whether a reservation is approved by the library. *No group may list JCLS as a host, partner or sponsor without prior express written permission from the Library Director or designee.*

Unauthorized reproduction or public display of any recorded audio, video, or other intellectual property in our meeting rooms is prohibited if such reproduction is not covered by our or your public performance licenses or for which a written waiver of the applicable rights has not first been obtained.

Library programs, library partners, and library sponsored events have priority in the use of meeting and study room spaces. JCLS reserves the right to reschedule confirmed room reservations to accommodate library meetings or events. JCLS will strive to avoid such conflicts and work to provide an alternate solution.

III. Room Scheduling and Access

JCLS meeting rooms are available at no charge to any member of the public with a JCLS Full Service library card in good standing. A library card is required to book a meeting room. If a group is from out of the area, a JCLS non-resident library card may be purchased. See Policy 5-6, Fee Schedule, for current charges.

Rooms are available to the public on a first-come, first-served basis and may be reserved up to three months in advance. The number of reservations is limited to 5 per month per library card. Refer to the [JCLS Meeting Room](#) website for branch-specific information and instructions on how to reserve a room.

For meeting room access when the library is closed, the meeting organizer must pick up a key before the event. Arrangements are to be made at each branch location. Failure to return the key immediately after the event may result in additional charges including rekeying the branch.

JCLS meeting rooms are available seven days a week from 8 am until 9pm. If a meeting room is desired before or after those hours, a special use permission form must be filled out. Please see section IV. for more details.

IV. Advertising Events in Meeting Rooms

Any printed or electronic advertisement or notification of a meeting to take place at the Library must include the disclaimer: ***This meeting or event is not sponsored nor endorsed by the Library.*** Failure to include the disclaimer will result in cancelation of the meeting room reservation.

If the event booked in the meeting room(s) is not sponsored by the library, inquiries from the public about the meeting will be directed to the person who made the meeting room(s) reservation. The information that JCLS will share with the public is contact name, phone number, and email address.

V. Special Use

With special permission, JCLS may make its facilities available for nonstandard usage, that is, usage that goes beyond standard meetings, trainings, receptions, and other such events.

- a. **Special Use permission must be requested no later than 30 days prior to the event by submitting the [permission form](#).**
- b. Prohibited items: include but are not limited to inflatable play structures (bouncy houses), open flames of any kind, loud sound systems,

Requestors should be aware that purchase of an insurance rider may be required for nonstandard usage. Information on how to purchase insurance can be found on the [JCLS Meeting Room](#) website.

VI. Meeting Room Rules

The following rules apply to all JCLS Community Meeting Rooms.

- a. Users of the meeting rooms are subject to the JCLS [Rules of Conduct](#) during and after library open hours. Meeting room privileges may be revoked for non-compliance with JCLS policies and all posted library rules.
- b. Meetings and programs held in library meeting rooms must be free and open to the public, an exception may be made for events intended for minors (under age 18). Such events and gatherings may be made private at the event organizer's request.
- c. The meeting rooms may not be used for selling, soliciting business, or any other for – profit reason, except in the case presenters who are selling merchandise in connection with an event sponsored by the library or a library-affiliated group or other approved

organization. The meeting rooms may not be used for fundraising except in the case of events held by library affiliated groups with the intent of raising funds for the benefit of JCLS.

- d. A designated representative of the group reserving the meeting room must remain on the premises throughout the period for which it is reserved, or until the meeting ends. At least one adult must be present at any meeting of youth under 18 years old.
- e. Individuals and organizations using meeting rooms are responsible for room set-up and returning the room to its original configuration. Library meeting rooms must be restored to their original clean condition, including layout of tables and chairs, and users of library meeting rooms agree to pay for any damages to library property, facilities, technology equipment, or other library equipment. Food is permitted in meeting rooms, but alcoholic beverages are not allowed in or on library property unless a special use request has been approved (see section IV, above). The Library will not store personal belongings after the meeting room booking.
- f. Use of the premises may be revoked at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, technology equipment, exhibits, furnishings, or individuals in the building.
- g. The responsible party agrees to exercise reasonable care in the use of JCLS property and indemnify and hold harmless JCLS from and against any loss, damage, liability, claim, or demand caused in whole or in part by the negligent acts or omissions of the group using the Meeting Room.**
- h. If additional security is needed for meeting room usage it is the responsibility of the group using the facility, including the expense, and may be required if deemed necessary by JCLS management. It is the responsibility of the booking party to arrange extra security with JCLS contracted security. Choosing not to pay for security when deemed necessary by JCLS management will forfeit the use of the meeting room space.
- i. Use of the meeting and study room(s) constitutes agreement to the terms and conditions set forth in this policy
- j. If the library closes due to a building emergency or inclement weather, meeting rooms will not be available for use.

VII. Study Rooms

- a. Study Rooms are available “first come, first served” if there are no reservations at that time. Patrons may need to check in at the circulation desk to gain admission. During open hours only.
- b. An individual is limited to ten bookings per month, and library staff have the ability to authorize more on a case-by-case basis.
- c. Use of the premises may be revoked at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, technology equipment, exhibits, furnishings, or individuals in the building.
- d. Users of the study rooms are subject to the JCLS [Rules of Conduct](#) during library open hours. Future study room privileges may be revoked for non-compliance with JCLS policies and all posted library rules.