

## Jackson District Library Community Room Procedures

We appreciate your interest in using a Jackson District Library community room! These procedures help us share our rooms with our communities fairly.

The rooms may be reserved following this schedule:

Sign Up Starting	November 1	February 1	May 1	August 1
Meeting Dates	December	March	June	September
	January	April	July	October
	February	May	August	November

- Any adult can reserve a room; you don't need a library card.
- Reservations can be made **online**, **in person**, over the **phone**, or via **email**.
- Library staff must confirm reservations before they are final.
- Meeting organizer must check-in at the desk before the program to get the room usage form. After the program has ended, the meeting organizer must check-out at the desk and return the room usage form.
- If you must cancel a meeting, please inform us in advance.
- If you have reserved a room and do not show up for your reservation twice in a 3 month period without notifying the library in advance, any other reservations in that 3 month period will be cancelled.
- Any community room not in use 15 minutes after the scheduled start time is made available to others.
- All community rooms close 15 minutes before public closing hours.
- Please leave the room in the condition in which it was found. Please dispose of all trash and remove non-library items when you leave.