

JDL Policy II.3 Meeting Rooms

The library's meeting rooms are primarily available for the library to promote its program of service to the community, however, the library Board of Trustees also recognizes that the library facilities belong to the community and permits facilities to be used by established non-commercial groups and organizations primarily based in Jackson County.

Meeting room reservations are available for gatherings of groups whose primary purpose is non-profit, civic, cultural, or educational. The use of the meeting rooms shall be recorded and reported regularly.

Access to the library's meeting rooms is provided regardless of beliefs or affiliations of the individuals or groups using the space, with the following regulations.

1. Library, library related, Friends of the Library, and library sponsored or co-sponsored programs have priority in the use of the facilities.
2. Requests for the use of a library meeting room shall be in writing, and approved by the Director or designee. Requests should be made at the library where the meeting room is located.
3. JDL does not allow its meetings rooms to be used for the purposes listed below:
 - a. Any activity which conflicts with Federal, State, or local law or relevant regulations, including health, safety, and fire regulations
 - b. Any commercial endeavor, profit-making activity or solicitation of business
 - c. Any private parties such as showers, receptions, birthday parties, etc...
 - d. Any political campaigning
4. The library prohibits the sale of merchandise, solicitation of donations, or other fundraising activities. Any exception must be requested in writing and be approved in advance by the Library Director. A reasonable charge may be made to cover the cost of an activity as long as it is collected off the premises. This charge is subject to Library approval in advance.
5. The library may allow its meeting rooms to be used for activities by all homeschoolers, private/parochial, or public schools, area colleges and universities or any units of government.
6. The library reserves the right to move groups to other library meeting locations in order to accommodate a larger group.
7. Space shall be available when possible for volunteer tutoring and conference sessions of a not-for-profit nature.
8. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activity.
9. The use of library meeting rooms shall not disrupt library operations.
10. Light refreshments may be served in the meeting rooms. Alcoholic beverages are prohibited in or on library property without advance approval by the Library Director.
11. A library staff member shall be on the premises when groups are using the meeting rooms. An adult, provided by the group, shall be present to supervise youth groups.

12. Security must be provided by the group using a building before or after library hours.
13. The availability of library meeting rooms and the regulations for their use shall be made known to the community. The Director shall interpret these regulations to best serve the library and its mission within the community.
14. All users of library facilities agree to comply with all applicable laws and local ordinances.
15. Failure to comply with the terms of this policy may result in a forfeiture of meeting room privileges as determined by the Library Director.
16. This policy is subject to change upon review of the Board of Trustees.

(Approved 12/16/21)