

<b>Jessamine County Public Library</b> <b>Meeting Room Policy</b>		
Effective date: 06-16-2004	Last revised: 08-17-2022	Last reviewed: 08-17-2022

### **Policy Statement**

The Board of Trustees of the Jessamine County Public Library (JCPL) will make the meeting room(s) available to any group of citizens from Jessamine County at no charge, provided they meet the regulations as stated below.

Library sponsored activities are given priority in scheduling use of the meeting rooms. The Library reserves the right to cancel previously arranged room reservations and will, in such instances, give prior notice to the party involved.

All meetings are open to the public.

### **Regulations for Community Use**

1. The meeting rooms are available for public gatherings of a civic, cultural, or educational character. Meetings for commercial or fund-raising purposes are prohibited.
2. The room(s) may be scheduled up to two (2) months in advance. To promote the accessibility of the meeting rooms to a wide variety of community groups, the Library may limit repeated meetings for any particular group.
3. Individuals wishing to reserve a room must be 18 years of age or older.
4. Neither the name nor the address of JCPL shall be used as the official address or headquarters of a group.
5. Publicity for meetings to be held in the Library meeting room(s) must identify the sponsoring group or individual and clearly state time, place, and contact information. Publicity in any format must clearly state: "This event is not sponsored or endorsed by the Jessamine County Public Library."
6. Attendance must not exceed the fire code regulations. Occupancy limits are posted in the meeting rooms.
7. The meeting room(s) are assigned in the order of the requests received.
8. Setup and cleanup must be done during regular library hours. Tables must be wiped, cleaned, and dried. Chairs must be properly stacked and tables returned to the storage room. A checklist shall be marked off, signed, and left at the Customer Service Desk.
9. Adhesives, including tape, may not be used on walls, floors, or furniture.
10. Admission fees are prohibited. Non-profit organizations may accept donations to cover the cost of materials.

11. Customers 17 years of age or younger and persons of any age requiring supervision must be accompanied by a parent/guardian or caregiver at all times. One adult per every ten minors is required.
12. A variety of audio-visual equipment is available for use. Arrangement for use of library equipment must be made in advance with a library staff member at the time a meeting room is reserved. Limited technical support may be available.
13. The library is unable to provide storage facilities.
14. Tobacco use is not permitted anywhere on the JCPL campus. This includes all e-smoking products. Alcoholic beverages and illegal substances are prohibited on the premises.
15. The contact person or person in charge of the gathering is responsible for keeping activity and noise within reasonable levels. Any group that is disorderly or otherwise violates the regulations and guidelines of this policy may be asked to leave the library and/or denied future use of the meeting room(s).
16. Only service animals as defined by the Americans with Disabilities Act (ADA) are allowed in the building unless the Executive Director has given prior approval. Comfort or emotional support animals do not qualify and therefore are not allowed.
17. The group/person requesting the use of the meeting room(s) assumes responsibility. In assuming this responsibility, it is understood that each group agrees to pay for all damage to any property of JCPL resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the group and/or its invitees. The library will arrange for all repairs.
18. The fact that a group is permitted to meet at the library does not in any way constitute JCPL's endorsement of the group's policies or beliefs. Questions raised as to the objectives and activities of any group requesting the use of the meeting room(s) shall be brought to the Executive Director. The JCPL Board of Trustees shall be the final authority in granting or refusing permission for the use of the room(s).
19. In consideration for the use of the meeting room(s), each group agrees that it will indemnify and hold harmless the JCPL Board of Trustees and staff from and against all liability that may be imposed upon them, or any of them individually, for any injury to persons or property caused by that group or any person in connection with that group's meeting.
20. It is understood that JCPL, its Board of Trustees, and staff, assume no responsibility for any property placed in the library in connection with a meeting or for display purposes and that JCPL, its Board of Trustees, and staff, collectively and individually, are hereby released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained during meeting room use by a community group or member of the public.
21. This statement of policy is subject to amendment at any time by the JCPL Board of Trustees.