

JCPL Meeting Room Policy

Effective Date: 06-16-04

Last revised: 03-16-16

Policy Statement

The Board of Trustees of the Jessamine County Public Library 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 rooms at all times. 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.**

A copy of this policy is available online.

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 adult (18 years of age, or older).
4. Neither the name nor the address of Jessamine County Public Library may be used as the official address or headquarters of a group.
5. When publicizing a meeting to be held in the library meeting room(s), all groups must clearly state and identify time, place and sponsoring group or organization.
6. Attendance must not exceed the fire code regulations.
7. The meeting room(s) are assigned in the order of the requests received.
8. Set up and break down 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. Keep walls, floors, and furniture clear of all adhesives; including tape.
10. Admission fees are prohibited. Non-profit organizations may accept donations to cover the cost of program or workshop presentation.
11. Minors (17 years of age or younger) must be accompanied by an adult. 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. Storage facilities are unavailable to all groups.

14. Alcoholic beverages, illegal substances, and tobacco products, including e-cigarettes, are prohibited.

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. Service animals are allowed, but no other animals may be brought inside the building without prior approval of the Executive Director.

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 the Jessamine County Public Library 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 an endorsement of the group's policies or beliefs. In case a question is raised as to the objectives and activities of any group requesting the use of the meeting room(s), Jessamine County Public Library 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 Jessamine County Public Library 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 the Jessamine County Public Library, its Board of Trustees and staff, assume no responsibility whatever for any property placed in the library in connection with a meeting or for display purposes and that the Jessamine County Public Library, 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 by reason of a meeting.

21. This statement of policy is subject to amendment at any time by the Jessamine County Public Library Board of Trustees.