

# **Jackson-George Regional Library System**

## **Policies for Meeting Room Use**

Adopted by JGRLS Board of Trustees on November 22, 2011

Each library in JGRLS has a meeting room for library programs and events. When available, the meeting rooms are open to the public under policies established by the JGRLS Board of Trustees. It is the intent of the Board to make these facilities available to the public on an equitable basis in a manner which prohibits any one group or organization from dominating the use of these facilities. The rooms may be used for gatherings of a civic, cultural, or educational nature, but not for church services nor commercial, political, or partisan meetings. No group can reserve the meeting room more than once per week without special permission from the Branch Manager. All meetings must be open to the public. Meeting rooms can be reserved for single events or for events covering the span of one calendar year. Reservations for the coming year can be taken no earlier than the first working day of November of the preceding year. The use of the meeting room by individuals or groups does not constitute endorsement of either subject matter or agenda by the library Board of Trustees.

These Policies for Meeting Room Use are applicable to all public libraries comprising the JGRLS, including East Central, Gautier, Lucedale-George County, Moss Point, Ocean Springs, Pascagoula, St. Martin, and Vancleave.

1. With the exception of the Library and Friends of the Library, individuals or groups may not charge a fee for attendance, take up a collection or donation, or market or sell goods or services. A group may charge for the cost of materials used in the program with prior written permission from the Branch Manager.
2. Each individual or group representative wishing to reserve meeting space must possess a valid JGRLS library card. That person must complete and sign the application forms and see that all policies are followed. This person will be responsible for damages, and must adhere to the conditions set forth in these policies.
3. The applicant will be responsible for discipline and reasonable care of the meeting room and all furnishings. The applicant will be financially responsible for any damage to the facilities, equipment, contents or for the theft of Library equipment or furnishings. Groups are responsible for arranging the meeting room as needed and returning tables and chairs to the designated storage area. If used, the kitchen area must be thoroughly cleaned by the group before departing. Groups are asked to take all trash remaining after the meeting with them for disposal. Departure time for meetings during library hours can be no later than fifteen minutes before the library closes.
4. Library personnel reserve the right to monitor any activities and/or meetings without prior notice. Meetings which would interfere with the work of the Library are not permitted.

5. Applications are available at the public service desk. Completed applications must be submitted to the Branch Manager before the scheduled meeting time. After reviewing the application the Branch Manager is authorized to approve/deny the group's request. Reservations will be accepted in the order in which they are received, based on availability. Reservations will be accepted by the Library on an annual basis but a new application must be submitted each year beginning in January.
6. Library-sponsored activities are given priority in the use of the meeting room. The Library retains the right to cancel a reservation, but only in order to use the room for Library purposes or in case of a physical plant or weather-related emergency. If a reservation is canceled because of a library-sponsored activity, the Library will notify the group holding the reservation at least forty-eight (48) hours in advance. If a reservation is canceled because of a physical plant or weather-related emergency, the Library will notify the group holding the reservation as soon as possible.
7. If a group decides to cancel use of the meeting room, the authorized representative of the group must contact the Library as soon as possible. Repeated reservations by a group that are not used as scheduled may result in cancellation of future reservations made by that group.
8. The Library will not be responsible for, nor provide storage for, the property of groups.
9. Gambling in any form, alcoholic beverages of any kind, the possession and/or use of controlled substances, burning candles and other open flames in or on Library property is prohibited. Smoking and other uses of tobacco in Library facilities is prohibited.
10. Nothing can be taped, stapled, or affixed in any way to the walls, doors, ceiling, cabinets or furnishings in or outside the meeting room.
11. Groups of students, high school age or younger, must be accompanied by an adult who will submit the application and assume all responsibility for meeting room use.
12. Neither the JGRLS Board of Trustees nor library staff assumes liability or responsibility for individuals or groups while in the meeting room.
13. If groups or individuals are found to be in violation of any of these meeting room policies, the Library retains the right to cancel subsequent use of the meeting room facilities by that group, organization or individual.
14. Requests for the meeting space that are denied by the Library Manager may be forwarded to the Library Director for reconsideration. These requests should be addressed to: Library Director, Jackson-George Regional Library System, 3214 Pascagoula Street, Pascagoula, MS, 39567. If the applicant is still dissatisfied with the ruling, a request for reconsideration can be sent to the JGRLS Board of Trustees at the above address. Action taken by the Board of Trustees is final.

Cch November 22, 2011