



Jackson County Public Library

MEETING SPACE POLICY

The Jackson County Public Library welcomes the use of its meeting spaces by responsible organizations and groups. The mission of the library is to help the community connect, learn and grow. The spaces are provided to help accomplish this mission.

WHO MAY USE THE SPACES

The meeting spaces are available for use by civic, community, cultural, educational, political, or religious organizations for non-commercial and non-profit purposes. The meeting spaces are available to groups in the community regardless of the beliefs and affiliations of their individual members.

- All meetings will be open to the public and may be monitored by library staff to ensure compliance with this policy.
- Use of the meeting spaces does not constitute library endorsement of the viewpoints expressed by participants in the programs.
- Publicity for a meeting by a non-library group in a library meeting space must not be worded in a manner which would imply library sponsorship of the group's activities.
- The name, address, and/or telephone number of the library must not be used as the official address or headquarters of an organization.
- The meeting spaces are not available for personal or family parties or purely social functions unless sponsored by the library or approved by the Director.
- The individual reserving and assuming responsibility for the space must be a resident of the Jackson County Public Library district. Exceptions to this requirement will be made for representatives of U.S. or Indiana agencies and political subdivisions and for members of or candidates for U.S. or Indiana executive, legislative, or judicial offices.
- Minors using a meeting space must be supervised by adults. The adult supervisor must reserve the space and will be responsible for any damage.
- If children are brought to adult meetings, the accompanying adult is responsible for the children's behavior throughout the building. If children create a disturbance in the library, they will be required to stay with the adult in the meeting space.
- When not already reserved, the meeting spaces are available for walk-in use by tutor teams and study groups who must also complete an online reservation.

FEES AND CHARGES

- The spaces are available to non-profit groups without charge; however, donations are accepted. For a non-refundable \$30.00 plus tax (\$32.10) donation per hour, business and commercial groups may use the meeting space only for employee educational purposes, board meetings, and training. Payment must be made by 48 hours prior to reservation.

Seymour Library
303 West Second Street
Seymour, IN 47274

Tel: (812) 522-3412
Fax: (812) 522-5456

Crothersville Library
120 East Main Street
Crothersville, IN 47229

Tel: (812) 793-2927
Fax: (812) 793-3721

Medora Library
27 West Main Street
P.O. Box 400
Medora, IN 47260

Tel: (812) 966-2278
Fax: (812) 966-2229

Outreach Services
Serving Jackson County
Tel: (812) 522-3412 x1241

www.myjclibrary.org

- No admission fees may be charged. No buying or selling is permitted. Exceptions must be arranged with the Director.

SCHEDULING OF SPACES

- Reservations for use of the meeting spaces must be made online (www.myjclibrary.org/meeting) prior to the meeting. All reservations are on a first come, first served basis. Reservations are not accepted more than three (3) months in advance of the meeting.
- Spaces are available for meeting purposes. Approximate seating is as follows:
 - Seymour Meeting Room A & B: maximum 50 with tables, 72 with chairs
 - Seymour Meeting Room A: maximum 30 with tables, 60 with chairs
 - Seymour Meeting Room B: maximum 12 with tables, 24 with chairs
 - Seymour Classroom: maximum 12 at individual computers
 - Seymour media:scape: maximum 8 with chairs at table in open area
 - Crothersville Meeting Room: maximum 30 with tables, 45 with chairs
 - Medora Meeting Room: maximum 30 with tables, 33 with chairs
- The Seymour Library Meeting Room may be divided when appropriate if there is more than one request during the same time period.
- No group may assign its reservation to another group.
- Library-sponsored activities will take precedence over all other activities, and the library reserves the right to cancel any scheduled meeting when: (1) It conflicts with the operation of the library; (2) The space is needed for a library-sponsored activity; or (3) The group fails to comply with library policy.
- Seymour Library Tutor Rooms are not reserved and are available on a first come, first served basis.
- Cancellation of meeting space reservations must be made at least 48 hours prior to reservation. No-shows and cancellation of meeting space reservations less than 48 hours prior to reservation may result in loss of future space reservations.

USE OF THE SPACES

- The meeting spaces are available during the hours in which the library is open to the public up to 30 minutes prior to closing.
- Reservations must include set-up and clean-up times by the group.
- Early admittance to the building prior to public opening time is not permitted, unless there are special circumstances approved by the Library Director.
- All groups must enter and exit through the library main entrance.
- The scheduling party may arrange the chairs and tables to suit their needs. Following the meeting, furniture should be returned to the original arrangement, and the space should be left in good order. The individual reserving and assuming responsibility for the space must notify front desk staff and turn in room count slip when leaving. Any special cleaning needed after the meeting will be paid for by the booking organization. If a group fails to leave a meeting space or equipment in its original configuration and condition, the person who made the reservation will be charged a fee:
 - Maintenance (reset space, clean carpet, repair furniture): \$25/hour

- Equipment damage or replacement: Cost plus \$25 service fee
- Light refreshments may be served in the meeting rooms but not the classroom or media:scape. The library does not provide supplies for refreshments. No alcoholic beverages are permitted except for special library events or programs that require a temporary permit and prior board approval. No smoking or use of other tobacco products is permitted on library property.
- No provision can be made for the storage of equipment and supplies to be used by anyone using the meeting spaces.
- Special arrangements must be made in advance to use the library's audio-visual equipment.
- Use of the meeting spaces shall conform to all local, state, and federal laws and regulations.
- Use of the meeting spaces shall conform to the library's Property and Building Use Policy that includes, but is not limited to, no smoking on library property.
- The Director or her/his designee has the power to terminate any meeting disruptive to library operations.
- Any open flames, including the use of open candles, are prohibited by state fire regulations.
- Room temperature is pre-set and cannot be adjusted by library staff.
- The library does not guarantee parking facilities for those attending a meeting.

RESTRICTIONS

The library does not assume any responsibility or liability for the security of personal or organizational items or damage or injury to any person or property occurring as a result of the activities of a group while using library facilities.

January 18, 2011, Revised October 21, 2019