MEETING SPACES

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.

1. All meetings will be open to the public and may be monitored by library staff to ensure compliance with this policy.
2. Use of the meeting spaces does not constitute library endorsement of the viewpoints expressed by participants in activities.
3. 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.
4. The name, address, and/or telephone number of the library must not be used as the official address or headquarters of an organization.
5. The meeting spaces are not available for personal or family parties, social functions, depositions, or supervised visits.
6. The individual reserving and assuming responsibility for the space must be a resident of the Jackson County Public Library district and have a valid library card. 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.
7. Minors using a meeting space must be supervised by adults. The adult supervisor must reserve the space and will be responsible for any damage.
8. Adults attending adult meetings or activities must abide by the library's property and building use policy regarding unattended children:
    i) Children ages birth through 5 must be in the immediate vicinity of and in visual contact with a parent/guardian/caregiver age 14 or older. Children ages 6 through 9 must have a parent/guardian/caregiver age 14 or older in the building at all times.
    ii) Children ages 10 through 17 may be unsupervised and must follow the property and building use policy.
    iii) Any unsupervised child under the age of 10 remaining on library property more than 15 minutes after closing is considered an abandoned child, and police will be called by staff remaining at the library after closing.
    iv) The library staff reserves the right to report suspected truancy to the appropriate authorities during school hours.

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

SCHEDULING OF SPACES

1. Reservations for use of the meeting spaces must be made online at 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.
2. 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 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
3. The Seymour Library Meeting Room may be divided when appropriate if there is more than one request during the same time period.
4. No group may assign its reservation to another group.
5. 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.
6. Seymour Library Tutor Rooms and public area tables are not reserved and are available on a first come, first served basis unless needed for library use.
7. 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

1. The meeting spaces are available during the hours in which the library is open to the public up to 30 minutes prior to closing.
2. Reservations must include set-up and clean-up times by the group.
3. Early admittance to the building prior to public opening time is not permitted, unless there are special circumstances pre-approved by the Library Director or Administrator.
4. All groups must enter and exit through the library main entrance unless there are special circumstances pre-approved by the Library Director or Administrator.
5. 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:
    a. Maintenance (reset space, clean carpet, repair furniture): $25/hour
    b. Equipment damage or replacement: Cost plus $25 service fee
6. Light refreshments may be served in the meeting rooms but not at the media:scape. The library does not provide supplies for refreshments. No alcoholic beverages are permitted except for special library activities that require a temporary permit and prior board approval. No smoking, use of electronic smoking devices, or use of other tobacco products is permitted on library property.
7. No provision can be made for the storage of equipment and supplies to be used by anyone using the meeting spaces.
8. Special arrangements must be made in advance to use the library's audio-visual equipment.

9. Use of the meeting spaces shall conform to all local, state, and federal laws and regulations.
10. Use of the meeting spaces shall conform to the library's Property and Building Use Policy.
11. The Director or her/his designee has the power to terminate any meeting disruptive to library operations.
12. Any open flames, including the use of open candles, are prohibited by state fire regulations.
13. Room temperature is pre-set and cannot be adjusted by library staff.
14. 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.

Adopted January 18, 2011; Revised October 20, 2025; Reviewed October 19, 2026