

## Policy 3-4-2. Meeting Space

*Revised 5/17/2023*

Community meeting space is available at all JCLD branch libraries. When not in use by JCLD and affiliates, space is available to groups who complete an application and receive confirmation of availability.

If requested meeting space is available, reservations are tentative until official review and approval of the Meeting Space Application is completed, and final confirmation is received from JCLD. Application review is to ensure compliance with library policies and local ordinance. Decisions are based on factors such as meeting room capacity and availability of parking at the branch indicated on the Meeting Space Application. Meetings or programs that would interfere with the library's operation by causing a safety hazard or security risk are prohibited.

Groups must adhere to conditions agreed to in the Meeting Space Application.

The fact that a group is granted permission to meet in the library in no way constitutes endorsement by the library or its affiliates.

JCLD's Meeting Space Application includes terms and conditions for use and application process as follows:

Josephine Community Library supports and endorses the American Library Association's Library Bill of Rights, which states: "Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations." The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by Josephine Community Library.

### **Reservations and Use**

- Library-sponsored events have priority in the use of meeting room space. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored programs and events. Cancellations by either the group or the library must be made 24 hours in advance of the meeting date.
- Reservations may be made in advance and staff may limit recurring meetings in order to accommodate access to the meeting space. Use is granted on a first-come, first-served basis. Use of the meeting room may be limited to four hours per month for each group, due to limited meeting room space.

- No admission fees may be charged or solicited. No donations of money or other property may be solicited or collected from the audience. No promotions or sales of services, products, merchandise, materials, or other items are allowed.
- Meeting room equipment includes tables, chairs, Meeting Owl Pro (360-degree camera, speaker, microphone), laptop, and 82-inch flat screen monitor.
- Light refreshments may be brought in. Kitchen facilities are not available.

### **Liability and Regulations**

- Users of the meeting space must adhere to current state mandates and directives.
- All persons and/or groups to whom usage of meeting rooms has been granted agree to hold the library harmless from any and all liability for injury to persons or property as a result of the activity.
- Users of meeting space may be asked to leave if use is deemed disruptive or in any way contrary to library policy and may be excluded from future use of the meeting room.
- In publicizing a meeting to be held in a library meeting space, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity.
- Library staff may enter and remain in a meeting space at any time during a scheduled meeting.
- An adult age 18 or older must sign the meeting room application, and at least one adult age 18 or older must be present when youth groups use the meeting rooms.
- Users are responsible for rearranging tables and chairs. Meeting space must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting space in the future.
- The library is not responsible for theft of or damage to property brought into a library meeting space.