

JCPL Meeting Room Use Policy

As a service to the community and in accordance with its mission, the Johnson County Public Library is happy to provide meeting rooms for use by the public during library hours. The meeting rooms are designated as a limited public forum, available on equal terms to all JCPL card holders or reciprocal borrowers, regardless of their beliefs or affiliations.

- Library events and programs are given priority.
- Reservations must be made by an adult with a valid JCPL card or Reciprocal privileges.
- Reservations can be made up to 90 days in advance and for no more than two times in a 30 day period. Walk-in use of the room (regardless of the two times in a 30 day period limit) is possible whenever the room is available, but must be approved by library staff first.
- Meeting attendees must abide by the Appropriate Library Behavior Policy.
- JCPL is not liable for injuries to persons or damage to or loss of property of persons or organizations using the meeting rooms.
- Event attendance must not exceed room capacity.
- The use of any of the Johnson County Public Library meeting rooms by any group or organization in no way constitutes endorsement of the policies or beliefs of that organization by the Library.
- Failure to comply with any of these regulations or those in the **JCPL Meeting Room Use Guidelines** may result in forfeiture of the group or individual's use of the meeting room.
- Final decision pertaining to the use of the meeting room rests with the Library Director and/or the Library Board of Trustees.

Meeting Room Fees

No fees are charged for meeting room use under the following circumstances:

- Meetings or events held by non-profit entities, small community-based groups, governmental agencies, or educational institutions, which are:
 - Non-commercial (no admission charged, no products or services solicited or sold, no money or dues collected or pledged)
 - Are open to the general public

Fees are charged for meeting room use under the following circumstances:

- Meetings or events of for-profit groups or businesses
- Meetings or events by any group that are commercial in nature (admission charged, products or services solicited or sold, funds collected or pledged)
- Meetings or events by any group that are not open to the general public
- Special events which are personal in nature, i.e., showers, receptions, parties, etc.

Payment for meeting room use must be submitted on the day of the event with cash, checks (made payable to Johnson County Public Library), or credit card.

Complete regulations, procedures and fees can be found the **JCPL Meeting Room Use Guidelines**

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
Revised version	1-10-2017	JCPL Board	01-17-2017