

## JCPL Meeting Room Use Guidelines

All other reservations will be handled on a first-come, first-served basis. 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.

### Reservations

- Reservations must be made by an adult with a valid JCPL card or Reciprocal privileges. Residents outside of Johnson County wishing to reserve the room for business or special event use should call or visit a branch to apply for a card in order to place a reservation.
- Reservation requests can be made by calling or visiting a branch, or by using the Self-Service Room Reserve Calendar on the Library's webpage at least 72 hours prior to the event. Requests are pending until approved by library management. If an email address is supplied with the request, an email confirmation or denial will be sent.
- Special event use of the room requires reservation of the full room.
- Library-owned audio-visual equipment is available at no charge and must be requested at the time the room reservation is made.
- Advance notice of at least 24 hours is to be given to the Library if the reservation is to be cancelled.

### User Responsibilities

- Room set-up and clean-up is the responsibility of those reserving the room. All chairs and tables are stored in the rooms and may be rearranged as needed. The wheels on the tables must be unlocked before they are moved to avoid damage. Sitting or standing on the tables is not allowed. Rooms should be left in a neat and orderly condition. Tables, chairs and counters should be cleaned after use. If excessive clean-up is required by library staff, or if there has been damage to the facilities or equipment, fees will be billed to the applicant, and room use may be restricted thereafter.
- Publicity for events to be held in the meeting rooms must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by the Library.
- The use of open flame is prohibited.
- The rooms are not designed for food service, but light refreshments may be served. Food cannot be taken into any other part of the library. The use of steam tables, electric hotplates and open flame is prohibited. Groups must bring their own supplies and paper goods.
- Groups requesting use of the audiovisual equipment must provide someone familiar with the operation of such equipment. Library staff will make every effort to ensure the equipment is in good working order, however, the library can make no guarantees that the equipment will meet a group's needs and specifications.
- Children must have adult supervision before, during, and after meetings or events, and should not be left to use the library without adult supervision.
- Noise during use of the meeting room should be kept at a level that will not disturb others using the library or other parts of the meeting room.
- Attendance must be recorded on the form provided and returned to a public service desk.

### Fee Schedule

<b>Branch</b>	<b>Full Meeting Room</b>	<b>Half Meeting Room</b>	<b>Study Room</b>
Clark Pleasant (capacity 60)	\$50 for 1 <sup>st</sup> hour \$25 for each add'l hour	n/a	n/a
Franklin (capacity 80)	\$50 for 1 <sup>st</sup> hour \$25 for each add'l hour	\$25 for 1 <sup>st</sup> hour \$15 for each add'l hour	n/a
Trafalgar (capacity 75)	\$50 for 1 <sup>st</sup> hour \$25 for each add'l hour	\$25 for 1 <sup>st</sup> hour \$15 for each add'l hour	No charge No reservations required First come, first served
White River (capacity 80)	\$50 for 1 <sup>st</sup> hour \$25 for each add'l hour	\$25 for 1 <sup>st</sup> hour \$15 for each add'l hour	No charge No reservations required First come, first served

\*Special event use requires reservation of the full meeting room

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
Revised version	1-24-2017	Council	1-24-2017