



## Larry R. Jackson Branch Library Meeting Room Use Policy

The Larry R. Jackson Branch Library Meeting Room is a community space. All events held in the room must be free and open to the public. The room cannot be used for commercial or for-profit purposes or for private gatherings such as parties, showers, reunions, graduations, weddings, or birthdays.

### **Reservation Guidelines:**

- A completed booking form must be submitted **at least one week** prior to the requested date.
- Groups may have a maximum of **three (3) active reservations** on the calendar at any one time.

### **Meeting Room Use Restrictions:**

- Bookings must be for groups of **5 or more attendees**.
- Events in the room **cannot**:
  - Advertise or promote products, services, or businesses.
  - Charge fees, collect money, or sell items.
  - Make physical alterations to the room (rearrangement of chairs/tables already in place is permitted).
  - Disturb or use room equipment without prior authorization.
  - Use open flame of any kind.
  - Include alcoholic beverages.

### **User Responsibilities:**

Groups using the room are responsible for:

- Scheduling events during regular library hours, with events ending at least **10 minutes before closing**.
- The nature and conduct of their program.
- Providing any ADA accommodation requests from their attendees.
- Supervising any children in attendance.
- Covering damages to the room, furniture, or equipment.

### **Additional Information:**

- The Library retains priority scheduling for its own events in the Meeting Room.
- Library staff may be present during any scheduled meeting or event.
- Entrance and exit doors must remain unlocked and adequate lighting remain on when the room is in use.

### **Policy Violations:**

- Failure to comply with these policies may result in loss of room reservation privileges.
- Failure to notify the Library of cancellations or changes to bookings may result in the loss of room reservation privileges.

If you have questions or need assistance while using the Meeting Room, please contact Library staff. Thank you for your cooperation.