



**Carl A. and Kathryn P. Jones  
Meeting Center**

## **Meeting Room Policy**

The Johnson City Public Library will allow organizations, businesses and groups to use the public meeting rooms on an equitable basis subject to the guidelines for use defined separately. Applicants will be considered on a first-come, first-served basis. Permission to use the library's public meeting rooms does not imply endorsement of the aims, policies, activities or affiliation of any such group or organization.

Library meeting facilities cannot be used for any purpose contrary to local, state, or federal law.

- Non-library related groups may not make sales or promotions of products or services, or charge an admission fee at the door for the event.
- Organizations may not charge admission fees.
- The library's name may not be used in promotional materials unless permission is given by the Library Director or Assistant Director.
- An adult leader must be present at all times and be responsible for youth meetings.
- Persons attending meetings at the library are subject to all library *Code of Conduct* rules.
- Groups may never give the library's telephone number as a contact for further information.

Groups wishing to use library facilities must complete an application form indicating:

- The purpose of the meeting
- The name, address and telephone number of authorized representative(s)
- The organization's acceptance of the rules and guidelines for use of the library facilities
- For non-profit rate a copy of a non-profit organization's 501(c)(3) designation
- Any other information the library may require

A new application must be completed for each meeting. The application will be approved or disapproved by the Library Director or Assistant Director, with the advice and consent of the board of directors. Permission to use the library's meeting facilities may be revoked at any time for any reason.

Non-library groups cannot schedule the room more than three months in advance. When a group requests a room for a specific date, its representative must complete

an application indicating what room set-up is requested, the anticipated attendance, and what equipment, if any, will be used.

### **Cancellation Policy**

If an organization finds it necessary to cancel use of a meeting room, it should contact the library as soon as possible. Failure to cancel a scheduled use of the meeting rooms prior to five days of the event will result in a Cancellation Fee of 25% of the Meeting Room Fee. In the event of inclement weather and/or a library closing, Cancellation Fees will not be applied.

### **Refreshments and Setup**

If a group intends to serve refreshments a non-refundable damage deposit fee will be charged. Groups will be held liable for the actual cost of cleaning or repair caused by their use of the meeting room if that cost exceeds the damage deposit.

The library will make reasonable attempts to accommodate groups' needs but makes no guarantee that staff will be available to change the arrangement of a room, to train individuals in the use of equipment, or to resolve any problems that may arise.

### **Liability**

An organization using library facilities, furniture and equipment (including audiovisual equipment) is liable for any damage to the facility and/or equipment.

The library assumes no responsibility for personal injury and/or damage to or loss of property of organizations or individuals incurred while using the meeting facilities. This includes personal property of attendees. Neither does it guarantee parking facilities for those attending the meeting.

Permission to use library facilities does not constitute endorsement of or agreement with a group's purpose, activities, or views. Advertisements, announcements, press releases, flyers, etc., relating to non-library sponsored meetings shall not imply that the meeting is sponsored by the library.

Failure to comply with the JCPL Meeting Room Policy & Guidelines will result in revocation of meeting room use privileges.

The Board of Directors of the Johnson City Public Library reserves the right to make changes to the policy, guidelines, and fees for use of library facilities, as it deems necessary and proper at any time without notice to users of library facilities. Notwithstanding, all organizations using library facilities shall be bound by such changes.