

3.6.1 – Branch Meeting Room Use

Effective: February 13, 2003

Last Reviewed: October 21, 2021

A. Purpose

The purpose of this policy is to clarify who, how and when individuals and groups may use branch library meeting rooms (defined below as Community Rooms and Conference Rooms) and spaces provided by the Board of Trustees of the Jacksonville Public Library (henceforth, the Library). This policy does not govern the operation or use of the Conference Center at the Main Library, nor Study Rooms (as defined below) located in branch libraries, both of which are governed by separate policies.

B. Definitions

1. The Library provides three type of space designated for free public use:
 - a. Community Rooms - large rooms that can be configured in a variety of ways to meet the needs of different types of groups. Community Rooms are best suited for programs and events for groups of five or more. Technology and other attributes may differ from branch to branch and room to room, and prospective users should be aware of the attributes prior to establishing their reservation.
 - b. Conference Rooms - small or mid-sized meeting rooms with fixed configurations that may have less flexibility than Community Rooms. These spaces are best suited for groups of two to ten (based on official occupancy certification by the Fire Marshal).
 - c. Study Rooms - small rooms with fixed configurations designed for individual or small group (four or fewer, based on the official occupancy certification by the Fire Marshal).

C. Priority

Programs, activities, and events presented or sponsored by or on behalf of the Library or any of its Affinity Groups will take precedence over all other uses of the meeting rooms. When not in use by the Library and/or the Library Foundation, meeting rooms are available for use by individuals or groups that are engaged in educational, cultural, or civic activities.

D. Eligibility

1. An individual or member of an authorized group must have a valid library card to reserve or use a branch library meeting room. An authorized group shall be defined as a community or non-profit group or organization that is engaged in educational, cultural, or civic activities.
2. An individual or group that is affiliated with a business or commercial organization, enterprise, or any other entity which exists for profit is not eligible to reserve or use a branch library meeting room for that organization.

E. Eligible Use

1. Use of a branch library meeting room must be free and open to the public.
2. No person or group shall be permitted to reserve a branch library meeting room for a private gathering, personal party or celebration.

F. Disclaimer

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program or any point of view expressed. The name of the Library or the branch library may not be used to publicize any non-library sponsored meeting without written permission from the Library, except to designate the meeting location.

G. Reservation Guidelines

1. A reservation may be made up to three months in advance. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms.
2. A cancellation must be reported to the Library 24 hours in advance of the scheduled reservation. Failure to cancel with sufficient notice may result in the cancellation of all remaining reservations.
3. A meeting room reservation may be forfeited 15 minutes after the start of the reservation time if the reserving party does not arrive to begin their use.
4. A meeting room may only be reserved for periods that occur during branch library hours, unless otherwise approved by the Library.

H. Use Guidelines

1. A group or individual using a branch library meeting room shall abide by the Library Code of Conduct.
2. Alcohol is prohibited in branch library meeting rooms.
3. A user of a branch library meeting room shall adhere to the posted occupancy limit.
4. No funds shall be collected on Library property except for the sole benefit of the Library or at approved Library programs.
5. The individual or group reserving and using the branch library meeting room must adhere to time limits set by the Library. All meetings must end 15 minutes prior to the branch library's closing. Meeting preparations and take down must be made within the overall meeting room availability timeframes.
6. A branch library meeting room is to be left as it was found.

I. Authorization to Define Procedures

The Board of Library Trustees authorizes the Library Director to establish procedures to administer this policy, and to delegate any and all responsibilities herein to other staff through such procedures.

Associated Policies:

- [3.6.2 Study Room Use](#)

Relevant Legislation:

N/A