

## ***Library Meeting Room Policy***

The Jefferson Davis Parish Library System has meeting rooms or areas available to the public. These designated areas are dedicated first to the mission, goals and objectives of each library and its sponsored programs.

If the library is not using these areas, it may be booked by organizations that are classified as: cultural, educational, historical, altruistic, professional, or of a similar nature, subject to the approval of the Jefferson Davis Parish Library Board of Control.

These areas shall not be used for promoting commercial purposes, social affairs, private parties or money making opportunities. Businesses may use the areas for employee educational training.

No admission fees of any type for participation in an activity in these areas are allowed.

Meetings held must not be allowed or disallowed solely on the basis of race, creed, or national origin.

All meetings and activities must take place ONLY within operating hours of the library. Any exceptions allowed must be at the discretion of the library director.

Jefferson Davis Parish Library is not responsible for the opinions and beliefs of organizations utilizing the meeting areas.

Any advertisement of said meetings should state that the meeting is not a library sponsored event. The library phone number CANNOT be used as a point of contact for the organization. If either of these aspects is neglected, the Library Board of Control will issue a warning. A second offense will result in the area not being open to the organization violating the guidelines.

Any abuse of the areas would also result in refusal by the Director for continued use.

Any damages in the areas will be the responsibility of the adult who signs the Meeting Room Reservation Form.

No alcoholic beverages or other drugs are permitted on the premises of any library facility.

Light refreshments may be served. No cooking is allowed. All serving dishes, utensils, etc. must be provided by the organization. All areas must be left clean and in operating order. All tables must be returned to their original room arrangement. All trash must be placed in outside receptacles.

Fire code capacities must be maintained for all meeting areas.

Library staff may enter and remain in any meetings.

Library staff may terminate a meeting that becomes disruptive.

No organization may dominate the meeting room areas for permanent or long-term commitments.

Meeting areas must be booked by an adult by completing the Meeting Room Reservation Form (see addendum). This form must be completed each time the meeting area is booked for an activity.

The library has priority with regard to use of the meeting rooms. With one month's notice, any group may be moved or re-scheduled should a room be needed by the library.

A copy of this policy shall be given to each person that completes the Meeting Room Reservation Form to be shared with the organization.

**Meeting Room Reservation Form**  
**Jefferson Davis Parish Library**

Name (Please Print) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Meeting Date (s) \_\_\_\_\_

Time:            From: \_\_\_\_\_ To: \_\_\_\_\_

(Please include time for set-up & clean-up)

Anticipated Attendance: \_\_\_\_\_

(Must be in keeping with fire code regulations)

Purpose of Meeting: \_\_\_\_\_

I received and read a copy of the meeting room policy and regulations and agree to abide by said regulations and policy. I understand that I, and the group I represent, will be held responsible for any damages that occur to the library facilities as a result of this meeting. I also understand that in meeting advertisements I will state that the meeting is not a library sponsored event nor will I include the library's phone number on meeting advertisements.

Signature

Date

Position