

## **JDPL Meeting Room Policy**

Meeting Rooms are primarily designed for Jeff Davis Parish Library (JDPL) programs and activities; therefore, programs and activities produced and sponsored by the library are given first priority for use of all meeting rooms.

When not needed for library purposes, the meeting rooms may be reserved free of charge by community-based organizations, groups, or clubs of a civic, cultural, or educational nature, subject to room availability, and adherence to meeting room policy and guidelines. If a question is raised as to any group's use of the Meeting Rooms, the Jeff Davis Parish Library Board of Control shall be the final authority.

JDPL meeting rooms may not be used for personal or social gatherings such as birthday parties, dances, showers, etc., nor may it be used for religious services or political rallies, caucuses or campaigns for specific partisan issues or candidates. HOWEVER, religious study groups and political forums are permitted. No admission fees of any type for participation in an activity in these areas are allowed.

### **Guidelines**

- Meeting room reservations are restricted to Jeff Davis Parish residents and/or JDP Library card holders; the library will allow all local/State/Federal government agencies to reserve the meeting rooms for no fees; Exceptions can be made for library partners at the director's discretion.
- All meetings must be held within the regular library hours of that library branch.
- Groups are required to check in with library staff before their meeting and check out at the end of the meeting.
- Meetings must be concluded early enough for participants to exit the building by closing time.
- All activities of the group must be confined to the meeting room and should not disrupt the library's ability to function normally.
- Groups are responsible for ensuring that attendance does not exceed the maximum occupancy posted for the room as set by the Fire Marshall.
- Standard fire code regulations prohibit any open flames, burning candles, and flammable, combustible, and hazardous materials in the library (this includes sterno cans).
- Materials are NOT to be taped, tacked or stapled to the walls, windows, doors, ceiling or furniture.
- The library reserves the right to refuse future bookings to groups that consistently fail to appear on scheduled meeting dates or do not abide by meeting room guidelines and/or the library's Patron Behavior Policy.
- Groups are not allowed to use the rooms for any program or activity that would violate public performance rights.
- Groups reserving the meeting room shall not imply library endorsement or sponsorship of their objectives, views, or events in promotion or invitation.



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- The contact person for the reservation is liable for any damage to facilities and furnishings. The contact person shall indemnify, defend and hold harmless Jeff Davis Parish Library, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the use of library spaces. Acceptance of meeting room reservation denotes acceptance of library policies governing meeting room use.
- The Library and its Board of Control reserve the right to amend these guidelines at any time as they see fit.

### Reservation Guidelines

- Meeting rooms may be reserved up to 6 months in advance and are on a first come, first serve basis.
- Organizations should submit their meeting room application at least 7 – 10 days in advance to allow for approval by JDPL staff.
- In order to prohibit any one organization from dominating the use of the meeting room, organizations are limited to a maximum of 12 reservations per year.
- When applying for the use of the room, the purpose of the event and expected attendance must be clearly stated on the application form.
- The meeting room may not be used for personal or social gatherings such as birthday parties, dances, showers, etc., nor may it be used for religious services or political rallies, caucuses or campaigns for specific partisan issues or candidates. HOWEVER, religious study groups and political forums are permitted.
- Groups requesting the use of a meeting facility must designate a member to represent them. This member (18 years of age or older) monitors the event and accepts responsibility for the group and its use of the rooms. Youth organizations must have the designated representative present at all times (No exceptions).
- Groups will indicate their equipment needs on the application. Groups are strongly encouraged to test their equipment for compatibility ahead of time. Staff can offer limited assistance with equipment but may not be available to assist during normal operating hours.
- While we monitor our systems closely, we cannot guarantee wireless compatibility or uninterrupted wireless service when groups are using the meeting room.
- Groups needing to cancel a reservation should make every attempt to notify the library at least 24 hours prior to the meeting. Failure to do so on a continual basis may result in the loss of current and future reservations.

### Publicity Guidelines

- The name, address, phone number or email address of Jeff Davis Parish Library may not be used as the official address or headquarters of any organization except those affiliated with JDPL.
- Use of the library's logo is prohibited on all promotional material without written permission from the Library Administration.

- The use of the meeting room by a non-library group shall not be publicized in any way as to imply library sponsorship of the group's activities.
- The fact that a group is permitted to meet at the Jeff Davis Parish Library does not in any way constitute an endorsement of the group's policies and beliefs. Advertisements for meetings held in the library may not be displayed in such a manner as to suggest library sponsorship.

### **Food and Drink Guidelines**

- Light Refreshments only are allowed (bottled or individually packaged drinks and prepackaged snacks, e.g. capri sun and bag of chips)
- Groups and individuals with food or drink in the meeting rooms are responsible for cleanup, including:
  - wiping down counters and tabletops
  - disposing of trash in receptacles
  - removing debris from floors.
- Tobacco products and alcoholic beverages are prohibited on library property.

### **Additional Guidelines**

- Groups or individuals misusing library equipment will be restricted from future use of the equipment and will be held responsible for any damage or theft to library property.
- The library is not responsible for equipment, supplies, or other items owned by groups or individuals and used in the library.
- The library does not provide storage space for individuals or organizations.
- If an emergency requires closing the library, every effort will be made to notify the contact person for the group or an officer of the organization with the reservation.
- Gambling in any form is strictly prohibited on library premises.
- Library staff may enter and remain in any meetings.
- Library staff may terminate a meeting that becomes disruptive.

### **Fees/Damage/Usage Rights/Forms & Documentation**

- For groups of 50 or more people, a refundable deposit of \$75 will be required.
  - Deposits are accepted via check or money order only.
  - Deposits are refunded after JDPL staff determine that no damage has been incurred during meeting room use. Failure to leave the room clean will result in a loss of deposit.
  - Deposit refunds are subject to JDPL payment processing procedures and are only refunded by check only during the next payment cycle (up to 3 weeks between cycles).
- All groups who damage the room will be placed on the unable to reserve list, prohibiting their organization from reserving the room, in addition to being responsible for all damage incurred.



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- All groups will be required to fill out and sign the meeting room reservation form along with signing the JDPL Meeting Room Policy (this policy) before their reservation is confirmed.
- The person reserving the room must show a current, state/federal/military issued ID to reserve the room, which will be photocopied and attached to the reservation. (no exceptions)
- Decisions about the use of the meeting room and fee assessment are at the Library Director and JDPL Board of Control's discretion.

### Facilities Available

- Welsh Meeting Room
  - Seats 85
  - Small prep kitchen (refrigerator and sink access)
  - Mounted projector and screen
  - 6 small tables
- Jennings Meeting Room
  - Large conference room with table that seats 10
  - Small sink for light refreshments

### Acknowledgement

By signing this policy, the undersigned acknowledges that they have read and understood all policies contained in this document and agree to abide by them while utilizing JDPL's meeting rooms and facilities.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Organization \_\_\_\_\_



### Staff Use Only

Staff Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Deposit (Y/N): \_\_\_\_\_