

FACILITY USE POLICY

The purpose of the Jackson Parish Library meeting rooms is to provide facilities for activities related to the library's program of service. To the extent of time available and in accordance with this policy, meeting rooms may be used by external organizations and individuals for library-related activities. Outside organizations or individuals using the meeting facilities must be domiciled or own property in Jackson Parish. The organizations include educational, cultural, historical, professional, hobby or community service groups of Jackson Parish. Organizations and individuals using the facilities for meeting room purposes must only engage in or propagate legal activities. Use of the meeting rooms does not constitute endorsement of the organization or individuals nor their activities or beliefs by the Jackson Parish Library.

Library initiated programs provide for "the interest, information and enlightenment of all the people of the community the library serves" as stated in Article 1 of the Library Bill of Rights adopted by the American Library Association and affirmed by the Jackson Parish Library.

Moreover, a person's right to attend such a program shall not be denied or abridged because of origin, age, background or views (Article 5, Library Bill of Rights). Library programming shall include topics, books, speakers, courses, classes and resource materials selected by library staff on the basis of library interest and the needs of the community.

Selection of library programming shall reflect the Jackson Parish Library's philosophy regarding free access to information and ideas. Concerns expressed by the citizens of Jackson Parish regarding content of library initiated programs will be handled in the same manner as they are for library materials, and all written complaints will be promptly reviewed by the library administration or the Library Board.

Guidelines for Facility Use

The library meeting rooms may be reserved for after-hours use by outside groups only in specific limited cases and only with prior approval. Use of the meeting rooms is subject to the following considerations and regulations:

1. Meeting rooms are to be used for the benefit of the people of Jackson Parish for non-profit purposes for educational, recreational, social and cultural programs. Meeting rooms are not available for use for baby or wedding showers, birthday parties or personal celebrations not relating to a library purpose or furthering the library's mission. In general, meetings held in the library should be free, open meetings and no fees should be charged for attendance. In the case of civic clubs, book clubs and individual use, attendance may be restricted to the membership.
2. Reservations for the use of a meeting room must be made in advance and a deposit of \$25.00 must be made with the reservation. The deposit will be returned within one week provided this entire policy is followed.
3. The room must be restored to its original condition. No damage should be made to the carpet, facilities or equipment. Tables, chairs and other furnishings moved for the convenience of the meeting must be replaced as they were found.

4. Keys provided to organizations or individuals using a meeting room after hours must be returned to the front desk by 12:00 PM on the first day the library is open following the scheduled meeting.
5. Reservations are made on a first-come, first-serve basis on forms provided by the library. Reservations may be made up to three (3) months in advance. Meetings are limited to two (2) per month for each non-library related organization or individual. Meetings must be concluded and the library secured no later than 10:00 PM. Appointments will not be made to clubs or other groups on a weekly basis. The library administration reserves the right to cancel any reservation granted on a recurring basis. Library programming may preempt scheduled meetings of non-library organizations or individuals.
6. Applications must be submitted by a representative of the organization or individual, who shall be responsible for the conduct of the meetings, adherence to these regulations, payment of deposit and payment of any damages. If the room is to be used after hours, the person will also be responsible for picking up the key on the day of the meeting and knowing how to correctly disarm and re-arm the library's security system. This person is also responsible for returning the key as required.
7. No additional furniture or equipment, other than that furnished by the Library is to be used without prior approval.
8. Children's groups may use the meeting rooms when a responsible adult sponsor makes the reservation and arrangements as stated herein and provided the group is supervised by one adult for each ten children in attendance.
9. Refreshments may be served at meetings. Said refreshments must be prepared beforehand and brought ready-to-serve with serving containers. Items such as coffee, sugar, creamer, soft drinks, etc. found in the kitchen facilities are not to be used by groups using the meeting rooms. Dishes, glasses, silverware, etc. found in the kitchen facilities may be used, but must be washed and put back in the proper place. Under no circumstances are the dishwasher or other appliances to be left on when leaving the building. All trash should be removed from the building at the end of the meeting.
10. Alcoholic beverages and illegal drugs may NOT be brought onto the premises. Smoking is NOT allowed inside any area of the library building, including meeting rooms, hallways and restrooms. Smoking is NOT allowed within twenty-five (25) feet of any entrance to the building.
11. Audio-visual equipment is available for use if arrangements are made in advance and provided a qualified operator agrees to take responsibility for its use. Such equipment available are as follows:

- Stationary Ceiling Projectors
 - Stationary Ceiling Speakers
 - Piano (Jonesboro Branch only)
 - DVD/Blu-Ray Players
12. All announcements, press releases, flyers, etc. relating to meetings by outside groups must clearly state that the meeting is not sponsored by the Jackson Parish Library.
 13. Groups or individuals using the meeting rooms may not give the library's address or telephone number as a point of contact for the group or individual on any announcement, press release, flyer, etc. without written permission of the Library Director.
 14. The meeting room is primarily used by groups or individuals with an expected attendance of 10 or more, but must not exceed 80 people.
 15. Any unusual expenses incurred by the Library due to the meeting will be charged to the organization or individual, said expenses including but not limited to damage to any equipment, furniture or any other part of the facility and/or leaving the facility in disarray.
 16. The Library Director is authorized to refuse or revoke permission to any organization or individual violating the rules of use and care of the facility or when, in the judgment of the Director, a disorder is likely to occur. The meeting room facilities must only be used for normal, orderly usage and activities.

Equal Accessibility

The Jackson Parish Library requires at least 48 hours advance notice to ensure qualified interpreters or auxiliary aids are available for public meetings, programs and activities sponsored by the Library.

Organizations or individuals using the meeting rooms must comply with the ADA requirements and are responsible for providing qualified interpreters or auxiliary aids at their own meetings.

FACILITY USE APPLICATION

Please print or Type. *Required information

*Name of Individual/Organization: _____

*Address: _____

*Name of person making application: _____

Home address: _____

*Home phone: _____ Work/Cell: _____

*Date of Meeting: _____ *Time: _____ to _____

Eligibility: Organizations and individuals are eligible to use the meeting rooms up to two (2) times per month. Meetings should be free and open to the public, except in cases where attendance is restricted to members of club, organization, etc.

Reservations: Reservations are made on a first-come, first-serve basis, up to four (4) months in advance. Library programs have precedence over non-library related functions and may preempt scheduled meetings. Applications must be submitted by a representative of the organization or individual who agrees to accept responsibility for the conduct of the meeting, adherence to regulations, payment of fees and/or damages, and pick up and return of the keys.

Fees: The fee for the use of a meeting room is \$25.00. This fee is due at the time of reservation. The room should be restored to its original condition with no damage to carpet, facilities or equipment and tables, chairs and equipment should be replaced as found. Keys must be returned by 12:00 PM on the day following the meeting. The library reserves the right to assess janitorial charges and/or charges for damage to facilities or equipment.

Waiver Statement: The applicant, organization or individual (hereinafter called USER) listed above hereby agree(s) to indemnify and hold harmless the Jackson Parish Police Jury, the Jackson Parish Library Board of Control and the employees of the Jackson Parish Library from and against all claims, demands, causes of action, lawsuits or any liability (including all costs, expenses and attorney's fees) incurred by the USER in the defense of any causes of action brought against the USER collectively or separately on account of any obligation on which the USER is bound for hereunder (for personal injury, death or property damage including personal injury to or death of the USER's personnel and/or equipment) including any causes of action which result from the negligence of the USER, their agents, and/or employees and/or defects in equipment belonging to or used by USER for the benefit of USER which might arise out of or in connection with the service and/or courtesies rendered by the USER herein including but not limited to personal injury, death or property damage to any third parties whatsoever or to any agents, employees or assignees of the said USER herein. This agreement remains binding until

and unless it is revoked by both parties hereto and remains in effect for operations that may, from time to time, take place after the execution of the same.

I hereby apply for the use of a meeting room on behalf of the organization and/or myself as listed above. My signature certifies that I have received and read a copy of the Jackson Parish Library's Policy Regarding Use of Meeting Rooms and the waiver statement herein and agree to abide by the same.

Signature of Applicant

Date

To Be Completed By Library Staff

Usage Fee Received: \$_____ Cash ____ Check ____ Check #_____

Received by: _____

Date: _____