

## **Meeting Room Policy**

The Jamestown School/Jamestown Public Library is an hundred year old historic building. The Old Jamestown School Association (OJSA) welcomes public use of its meeting facilities in keeping with its mission "...to provide the community of Jamestown with a public library, an archive of education, and a facility for ongoing education and cultural activities...".

The OJSA encourages the widest possible use of library meeting rooms by the community as long as this use does not interfere with the normal functions of the library.

The OJSA adopts the tenets of the Library Bill of Rights, which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use".

The Meeting Room Policy establishes guidelines and procedures for the use of the Library's meeting facilities. The library manager, in liaison with an appointed OJSA board member is responsible for implementing this policy and for maintaining reservation lists.

### **Guidelines for Use**

Rental of Library meeting rooms is open to community groups, businesses and organizations, but please note that due to the historic nature of the building, it is NOT handicap accessible.

1. Library-related functions will be given first priority.
2. Rentals are only available during library operating hours while library staff is present in the building and rentals cannot interfere with normal library operations or other library events.
3. The main floor library area and front portico are off limits during rentals. Renters are to be only in rooms they have rented and the public restrooms in the basement.
4. Congregating in stairwell is a fire hazard and is not permitted.
5. Use of the library's meeting rooms does not constitute endorsement by the OJSA or Jamestown Public Library of viewpoints expressed by participants. Decisions on meeting room use are subject to review by the Board.
6. The renter must be at least twenty-one (21) years of age.
7. The renter must complete and sign an Application which includes a "hold harmless" agreement with the OJSA.
8. The individual making the reservation, as well as the membership of the group as a whole, agree to comply with all applicable rules and regulations.
9. The library's meeting rooms are not available for private social functions such as weddings, birthday, or anniversary parties.
10. The library is an alcohol and tobacco free campus.

11. A group composed of minors (under eighteen years of age) must have adequate chaperones attend the meeting. These chaperones are responsible for the actions of the group.
12. The length of time needed for the meeting room should include time for setting up the meeting room and putting it back in order at the end of the meeting.
13. Attendance at meetings will be limited to the capacity of the individual meeting rooms as listed at the end of this policy.
14. The library will not be responsible for lost or damaged materials.
15. The library is a place of reading, study, and research. Loud talking or other loud sources of noise are not allowed to extend beyond the meeting room. CD players, microphones, and other electronic devices may be used, but the sound must be contained within the reserved room.
16. Use by groups with under five (5) participants or individuals (study groups, individuals needing a quiet area, etc.) will be permitted on a "first-come, first-served" basis with no advanced reservations. There is no time limit but if another group or individual wishes to use the room the first group must give way.
17. Meeting rooms must be left as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
18. Displays may not be affixed directly to the walls of the meeting room without prior consent. Library fixtures may not be removed from the walls.
19. OJSA/library representatives may attend or observe any meeting or program at any time.
20. Beverages and light snacks are permitted. All trash resulting from the serving of refreshments must be tied up in garbage cans.
21. Programs involving the sale, advertising, promotion of commercial products or services, regardless of purpose, are prohibited except for those hosted by the OJSA and/or Jamestown Public Library.
22. For and in consideration of the use of the meeting room and library facilities, any person or group using same hereby agrees to indemnify and hold harmless the OJSA from any and all actions or suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the OJSA for any and all costs for repair of any and all damage that may be caused directly or indirectly to the room, facilities and/or equipment by such use thereof.
23. For those renting storage space, liability and personal property insurance is required.
24. Failure to adhere to the rules listed can result in termination of use of rental room(s).

## **Reservations**

1. Any group that includes five (5) or more individuals will be required to pay to use rental space.

2. Requests for use of a meeting room may be made online, in person, by telephone, or in writing. Requests will be honored on a first-come, first-served basis. Room reservations that are made by phone are not confirmed until the Application Form has been completed, signed, and processed.
3. The Application Form must be submitted in advance of the date requested. A copy of all completed Application Forms will be kept at the library for 12 months.
4. Payment must be submitted before any reservation is considered final. **All payments are non-refundable** unless the library is closed expectantly for inclement weather or other unplanned closings. Payment implies agreement to abide by the meeting room policy.
5. Groups reserving a meeting room for the first time will be shown the meeting room, restrooms, and key return drop box.
6. Groups holding reservations are requested to notify the library of any cancellation at the earliest possible date in order to free the meeting room for other groups.

### **Rooms Available and charges**

<u>Room</u>	<u>Capacity</u>	<u>Fee</u>
Classroom (Meeting Room 1)	30	\$50.00
East Room (Meeting Room 2)	40	\$75.00
Auditorium	90	\$150.00

### **Contracts**

If an organization wishes to make a written agreement for the use of meeting space for a period of up to one (1) year:

1. the room use must be consistent with the Policy
2. the written agreement must incorporate the rules and regulations of this Policy, and
3. the agreement must be reviewed and approved by the OJSA Board

### **Equipment Available and Charges**

1. Subject to availability, the following audiovisual equipment may be used in the library meeting rooms: DVD player and TV, digital projector, overhead projector, projection screen, and laptop.
2. There is a charge for the use of the equipment. Equipment should be reserved at least one week in advance of the meeting. It is recommended that the equipment be reserved at the time the room is reserved. The library cannot provide operators for the

equipment. If instruction is required for equipment operation, it is suggested that a representative of the group set up and appointment with staff in advance.

3. The library does provide free WiFi, listed as JPL Guest

<u>Equipment</u>	<u>Fee</u>
DVD Player and TV Monitor	\$10.00
Overhead Projector	\$5.00
Projection Screen	\$5.00
Digital Projector	\$30.00
Laptop	\$10.00