

MEETING ROOM GUIDELINES

1. Meeting room reservations are handled by the Reference Department of the Central Library and by the Branch staff in the Branch libraries.
2. Bookings are made on a first-come, first-served basis. Rooms are booked for the current month, plus three months in advance.
3. When a patron requests a reservation for the meeting room, he or she should be asked if the group has a Registration form (JMRL Form: Section 5.1) on file. Registration forms are required to be renewed on an annual basis.
4. If there is a current Registration Form on file, continue through the rest of the procedure. If there is not a current application on file, a representative of the group must fill out a copy of the Meeting Room Registration form prior to the meeting. A room may be reserved for only one time until the Registration Form is completed.
5. If a group needs to use library A/V equipment, an Audio-Visual Equipment Use form (JMRL Form: Section 5.7) must be submitted.
6. If a key is required to unlock the room, the staff member should inform the representative of the group that a valid JMRL library card will be needed to check out the key. A "computer use only" card may be accepted for key check out.
7. The staff member should give the representative of the group a copy of the Meeting Room policy (JMRL Policy: Section 5.1) and page two of this Procedure ("Privileges and Responsibilities of Groups Using the Meeting Rooms").
8. The staff member who takes the application may approve it at the time, or if there are questions, it should be passed on to the Branch or Department Manager. If there are still questions regarding the application, the matter should be referred to the Library Director for approval.
9. The completed registration form should be filed in the Department or Branch where the request was made. Expired registration forms should be purged on an annual basis and recycled.
10. Meeting Room statistics should be calculated at the end of the month and submitted to the Branch or Department Manager on the Monthly Report.

PRIVILEGES AND RESPONSIBILITIES OF GROUPS USING THE MEETING ROOMS

1. Smoking is prohibited.
2. Alcoholic beverages may not be served.
3. Food and non-alcoholic beverages may be served in the meeting rooms. Food and beverages are not permitted outside meeting rooms. Each group is responsible for cleaning up after itself.
4. Burning of any materials, including incense and candles, is prohibited.
5. Each group must provide its own supplies and set up for its meeting. Meetings must be contained to the room reserved. Chairs, tables, and certain audiovisual equipment can be provided by JMRL on request. JMRL does not supply pens, pencils, paper, chalk, etc. JMRL does not supply storage facilities for groups' materials.
6. A group is required to leave the room in the condition in which it was found, and is financially responsible for any damage incurred to the premises, furniture, or equipment while using a room.
7. Groups are not allowed to post signs around the library unless approved by the Library Director or Branch Manager.
8. Groups should notify the library in a timely manner if a meeting is cancelled so that others may schedule use of the meeting room. If a group repeatedly does not show for a scheduled meeting, the group may lose its privilege of using a meeting room.
9. JMRL reserves the right to prohibit a group's further use of meeting rooms for disorderly conduct or for failure to abide by JMRL policies, procedures, or guidelines. The person signing for use of the meeting room is responsible for assuring that use of the room complies with library policies.
10. JMRL reserves the right to close due to weather conditions. Groups will not necessarily be notified individually by JMRL.
11. JMRL will not channel telephone messages except in cases of extreme emergency.
12. Library A/V equipment may be used within the guidelines of JMRL policy (JMRL Policy: Section 5.7). Available equipment lists are provided by each Branch Library. JMRL neither guarantees the quality of A/V equipment nor provides instruction in the use of equipment.