



## Meeting Room Policy

The meeting rooms have been provided to expand the library services offered to the community; therefore, library programs always have priority over any other use made of this facility. When not needed for library-centered programs, the rooms may be made available for community use. The library reserves the right to review all applications before approval and all decisions regarding the appropriateness of the reservations are at the discretion of the branch manager and/or director. Every effort will be made to honor reservations that have been properly made, however, the branch manager or library director reserves the right to cancel a reservation for any reason. The library reserves the right to take photographs of events for its own records and for future promotional materials. The following policies regulate community use and do not apply to library programs, city or county functions, or Friends of the Library events.

### **Who can use the meeting rooms?**

The meeting room may be used by Jefferson County residents with a library card in good standing.

### **When can meeting rooms be used?**

Meeting rooms can be used between the hours of 9 a.m. and 6 p.m., Monday through Thursday; 9 a.m. and 4 p.m., Friday; 9 a.m. and 2 p.m. Saturday. Meeting rooms can be booked after hours up to 8pm for additional fees. It may not be used on Holidays when the library is closed. The room may not be used for profit-making purposes, or for any purpose which is illegal, and soliciting. No admission fees nor donations, physical or digital will be collected during use of meeting room.

- Meeting Room bookings are limited to three hours unless approved by the Library Director or designee in advance.
- Events must be terminated 15 minutes before the library closes for meetings scheduled during operating hours.
- Library staff may attend or observe any event at any time.
- The library Meeting Room may not be reserved more than three months in advance of the requested use date.

Updated November 13, 2018

Updated June 15, 2021



Use of the meeting rooms does not constitute sponsorship or endorsement by the Pine Bluff/Jefferson County Library of points of view expressed by meeting room occupant. The library's name may only be used to indicate location of the program and not as a referral for information about event. The library shall not be responsible for articles lost, stolen, or damaged, nor for personal injuries sustained on the premises during event.

### **Is there a fee?**

The charge for using a meeting room is \$50.00 for 3 hours during hours of operation. A fee of \$25 dollars an hour for each additional hour booked after hours of operation. Room cannot be booked after hours without paying \$50.00 fee per room booking. The fee may be waived to authorized non-profit or publicly funded organizations. A \$30.00 cleaning fee will be placed on booking- individual cardholders account, which will be removed if room is cleaned after use and trash removed. If the room or library property needs to be cleaned or if work is required to repair damages due to neglect to library property, the responsible person will be charged accordingly for any cleaning and/or damage over the \$30.00 cleaning fee.

### **Booking Responsibility**

When leaving the meeting room, chairs should be returned to their original position and lights should be turned off. Return the attendance count to the reference desk or branch manager when the event is over.

Smoking or drinking of alcoholic beverages is forbidden. Silly String and glitter are not allowed. No activity that generates smoke or flames is permitted. Noise levels must be reasonable.

Signs and decorations must be approved by the manager (or designee) and meet fire and safety standards. Signs and decorations may not be attached to any surface or posted outdoors without permission from the staff.

In the event of a cancellation, please contact the library as soon as possible. Failure to report cancellations may result in loss of meeting room privileges.

### **Can refreshments be served?**

Yes, refreshments can be served at all meeting room locations. Please advise manager or designee that refreshments will be served upon booking a meeting room.

### **Electronics**

Use of AV equipment can be made available upon request. Responsible party will be charge retail value of any items damaged or not returned to the PBJCLS.

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### Policy Agreement Form

I have read and agree to abide by the library's policy for use of the meeting room. I understand any meeting and/or activity will be immediately stopped at the discretion of the branch manager or director if any disruptive, dangerous, or illegal activity is observed. This includes, but is not limited to, smoking in the building, or drinking alcoholic beverages. I agree to be the responsible party for the use of the meeting room and understand that I may be charged for any damages or cleaning charges resulting from my use of the meeting room.

Organization \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Library Card Number \_\_\_\_\_ Date \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact e-Mail \_\_\_\_\_

Date of Event \_\_\_\_\_