

Meeting Room Policy

The Juneau Public Library provides a Meeting Room for community use as a public service. This room is made available during the open hours of the library on a first-come, first-serve equitable basis, regardless of the affiliations of individuals or groups requesting its use. Meeting Room use is for meetings or programs of an educational, informational, cultural, or civic nature. Library-sponsored events shall have priority.

Meeting Rooms Available:

- 1) Small Board Room
- 2) Large Meeting Room

Regulations & User Agreement:

- Reservation requests must be made using "The Meeting Room Request Form" and only an authorized adult representative of the organization may complete the Request Form. This responsible adult shall assume full responsibility for any injury or damage to library property, building, furnishings or equipment that results from use of the facility.
- Requests shall be made at least 48 hours in advance. Requests for use outside of the Library's normal service hours must be made at least 7 days in advance.
- Approved use of the Meeting Room is free of charge during the regular service hours of the Library.
- A usage fee of \$25 per hour may be assessed for meetings scheduled outside the normal service hours of the Library. Only the Large Meeting Room is available for such meetings.
- Regular meetings may be scheduled on a continuing basis with approval of the Library Director (who will judge the request against future meeting room needs).
- Meeting Rooms may be reserved up to 3 months in advance.
- No person or group may make excessive use of the Meeting Room.
- If an event is canceled, the user shall contact the Library as soon as reasonably possible. Failure to do so may result in suspension of Meeting Room use.
- The Large Meeting Room can be divided in half and, as such, there might be more than one meeting scheduled.
- Groups are responsible for setting up and taking down table and chairs, and for tidying the space, including the kitchenette. A custodial fee of \$25 will be charged to groups that do not leave the room, bathrooms, kitchen facilities, parking area, and grounds in its original condition.
- No storage space will be provided.
- Nothing may be taped, hung, tacked, etc., to any walls, windows, doors, furniture, tables, or any other Library surface or object.
- Library staff have an absolute right to enter the room at any time to ensure the Meeting Room Policy terms are being followed.
- Requests which are not clearly covered by this policy will be referred to the Library Director, who will approve or disapprove, subject to the discretion of the Library Board of Trustees.
- The Library Director has authority to issue reasonable room rules and revoke permission for use of the Meeting Room, if this policy or those rules are not followed. Any person or group may appeal that revocation to the Library Board at a regular meeting with 7-days advance written notice to the Director.
- In the event of an emergency, such as inclement weather or loss of electricity, the Library reserves the right to close the library and cancel all use of the meeting room.

Groups or individuals using the Meeting Room:

- o Shall not publicize their event in any way that implies that it is sponsored, co-sponsored, endorsed, or approved by the Library.

- Are responsible for any and all damage to any physical property of the Juneau Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization, or any of its meeting attendees.
- Will hold harmless the City of Juneau and the Juneau Public Library from and against any and all liability which may be imposed upon them, for any injury to persons or property caused by the organization or any person in conjunction with a meeting, exhibit, or display.
- Take responsibility for compliance with the accessibility to services provisions of the American with Disabilities Act.
- Understand that the City of Juneau and the Juneau Public Library assume no responsibility whatever for any property placed in the Library in connection with a meeting, exhibit, or display; and the City and the Library are hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting, exhibit or display.

Examples of Permissible Meetings (not inclusive):

- Library programs and meetings
- Civic betterment organizations
- Governmental meetings
- Cultural and artistic groups
- School, service, and social welfare groups
- Local business and industry for organizational and training purposes
- Club events (soccer, veterans, youth, etc.)
- Meetings (business, not-for-profits, unions, associations, political parties, etc.).
- Classes offered by not-for-profit educational institutions, local municipalities, or their subdivisions
- Home-school classes, meetings, events, etc.
- Religious meetings, clubs, events, services, etc.
- Political meetings, candidate forums, legislator listening sessions, etc.
- Legal negotiations, proceedings, conflict resolutions, etc.

Exclusions:

* Exceptions to these exclusions may be made for Library-sponsored events and/or programs presented by groups directly affiliated with the Juneau Public Library.

- Programs involving the sale, advertising, or promotions of products or services
- Programs intended to recruit persons for later fee-based programs
- Programs intended to promote private business opportunities
- Groups conducting profit-making activities
- Groups charging admission for attendance
- Groups holding religious service or giving religious instruction
- Fundraising purposes
- Personal or family purposes
- Gambling
- Illegal activities of any kind
- Group activities involving more than normal wear-and-tear on the facility, or disruption of normal library operations or services
- Return use by a group that has abused the facilities or regulations in its earlier use of the Library's meeting room