



Johnson City Public Library
Carl A. and Kathryn P. Jones Meeting Center
Library Board Room

Meeting Room Policy & Guidelines

1. Designated rooms in the Johnson City Public Library are available for rent by groups and organizations in the community. Priority will be given to library programs and library-related services, meetings, and events (including the Friends of the Library and the Monday clubs), after which applications will be considered on a first-come, first-served basis.
2. Library meeting facilities cannot be used for any purpose contrary to local, state, or federal law.
3. The rooms may not be used for private parties, **political campaign events or fund raisers**, or for religious services. For-profit groups **and individuals, political campaigns, and religious groups** may use the library for purposes of holding internal business meetings and/or educational events for their employees, **members** or clients, but may not make sales or promotions of products or services, **proselytize**, or charge for the event.
4. Groups wishing to use library facilities must complete an application form indicating the purpose of the organization; the name, address and telephone number of authorized representative(s); the organization's acceptance of the rules and guidelines for use of the library facilities; and other such information as the library may require. Applications expire June 30 each year and must be renewed. Applications should be renewed earlier if the contact person or other information changes. The application will be approved or disapproved by the library director, with the advice and consent of the board of directors. Permission can be revoked at any time for any reason. **If the library needs a previously booked room and no other option is available, all other groups (including the Friends of the Library and the Monday clubs) can be relocated to another room in the library or asked to reschedule their event.** Failure to comply with the JCPL Meeting Room Policy & Guidelines will result in withdrawal of meeting room use privileges.
5. The library should not be considered a regular meeting place for non-library groups. JCPL reserves the right to limit the number of meetings per organization per year. Non-library groups cannot schedule the room more than four months in advance. Groups that were meeting prior to August 1999 are exempted from this paragraph.
6. Permission to use library facilities does not constitute endorsement of or agreement with a group's purpose, activities, or views. Advertisements, announcements, press releases, flyers, etc., relating to non-library sponsored meetings should not imply that the meeting is sponsored by the JCPL.
7. When an approved group reserves a room for a specific date, its representative must indicate what room set-up is requested, the anticipated attendance, and what equipment, if any, will be used.
8. An organization using library facilities, furniture and equipment (including audiovisual equipment) is liable for any damage to the facility and/or equipment. If a group intends to serve refreshments, including only beverages, a non-refundable damage deposit (effective Jan. 1, 2007) must be paid in advance of the meeting. Groups will be held liable for the actual cost of cleaning or repair caused by their use of the library if that cost exceeds the damage deposit.
9. The Library assumes no responsibility for personal injury and/or damage to or loss of property of organizations or individuals incurred while using the meeting facilities. This includes personal property of attendees. Neither does it guarantee parking facilities for those attending the meeting.
10. Serving of beverages containing alcohol is not allowed at this time.
11. The library will make reasonable attempts to accommodate groups' needs but makes no guarantee that staff will be available to change the arrangement of a room, to train individuals in the use of equipment, or to resolve any problems that may arise.
12. The Board of Directors of the Johnson City Public Library reserves the right to make changes to the policy, guidelines, and fees for use of library facilities, as it deems necessary and proper.
13. Cancellation Policy: If an organization finds it necessary to cancel use of a meeting room, it should contact the library as soon as possible. Failure to cancel a scheduled use of the meeting rooms prior to five days of the event will result in a Cancellation Fee of 25% of the Meeting Room Fee. In the event of inclement weather and/or a library closing, Cancellation Fees will not be applied.