



Meeting Room Use

The meeting rooms of the Jackson/Hinds Library System are provided as a convenience to the communities the public libraries serve and may be used for public gathering of an informational, civic, cultural and educational nature.

Application Fees and Charges

- A non-refundable application fee of \$20.00 for one-half day (4 hours) and \$40.00 for a full day (8 hours) is required to process each reservation.
- Admission fees may not be charged, collections may not be taken up, nor may products and/or services be sold.
- After-hour room fee is \$15.00 per hour. Users will be charged the current rate for security service.

Hours Available

- Meeting rooms are available during the library's regular operating hours.
- Meetings rooms are available thirty (30) minutes after the library opens and must be vacated thirty (30) minutes before closing.
- **User must check *in and out* at Circulation Desk before and after using the room.**
- After-hours use must be pre-arranged and subject to approval.

Reservations

- Reservations are accepted Monday through Friday, during operating hours of each branch.
- Request for multiple reservations may be taken up to six (6) months in advance.

Room Setup and Cleanup

- All rooms will be inspected before and after meetings.
- No red drinks may be served.
- Users will be responsible for any damages to rooms and their contents.
- Food, clutter and trash must be removed. Trash containers and trash bags will be made available.
- Tables and chairs may be rearranged provided they do not block doorways and are returned to their original arrangement(s).
- Failure to clean the meeting room after use may result in the users being assessed a fine of \$75.00.

Equipment

- The library has very limited audiovisual equipment available. Users of the library's equipment are responsible for familiarizing themselves with its operation in advance of the meeting and for the setup and operation of the equipment during the meeting.



- **Library staff is not available to operate equipment.** It is recommended that users provide their own audiovisual equipment if possible.

Decorations

- All decorations must be removed at the end of the meeting. No wall decorations are allowed. Confetti, candles and other open flames are prohibited.
- Easels and other display items must not interfere with library signs and operations.

Library's Right to Deny or Cancel Use

The Library reserves the right to deny or cancel use of a meeting room to qualified groups for the following reasons:

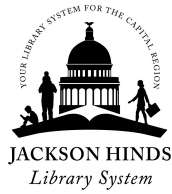
- Library sponsored programs and events take precedence over meeting room use by outside organizations. If cancellation of a scheduled program is necessary, notice will be given as soon as reasonably possible.
- The group has violated a rule or has misrepresented the purpose of the organization or meeting to be held at the library.

Guidelines for Meeting Rooms Usage

1. Application forms for use of library meeting rooms may be obtained at all locations of JHLS, where rooms are available. The application form must be completed in full and submitted to the library location where the meeting is to be held. The applicant must be at least 21 years of age and must show a form of identification.
2. Payment of a non-refundable fee is required at the time a reservation is made. No space is to be considered confirmed until the fee is paid.
3. Meetings may not be restricted and must be open to the public.
4. Rooms will not be used for personal and/or family functions.
5. Rooms are assigned on a first come basis. The library reserves the right to relocate a group within the library if circumstances warrant.
6. Children must be supervised at all times. The **library is not responsible for children left unattended** in the library while their parent or guardian attends a function at the library.
7. Excessive noise or disruption to the operations of the library is not permitted.
8. No pets are allowed in the library except service animals.
9. When a severe weather warning is issued, the library staff will follow evacuation procedures.



10. Library meeting rooms must be left in a clean and orderly condition. Users must pay for repairs due to damages to facilities or equipment. The person signing the application form is considered the responsible party for any damages caused while their group is using the meeting room.
11. Groups may not use the library as their mailing address, nor may they state or imply that the library sponsors or endorses their meeting.
12. The library is **not** responsible for items left in its facilities. Storage space is not available.
13. No smoking is permitted in library buildings including entranceways, hallways and public restrooms.
14. Meeting room attendees must enter through the main entrance of the library.
15. Library staff cannot take messages for those attending functions in the meeting rooms except in case of emergency.
16. Use of alcohol and tobacco is prohibited.
17. All activities held in the library meeting room must comply with the library system's Code of Conduct. The library reserves the right to enforce fire codes and all applicable local and state laws.
18. The library assumes no responsibility for personal injuries, thefts or losses of personal property while on or using library facilities.
19. Prepared refreshments may be taken into the meeting room. Cooking is not allowed on library property. All supplies must be provided by the group using the room.
20. Political organizations may use the meeting room provided the following guidelines are met:
 - a. Meetings are not related to specific candidates or campaigns and do not include fundraising.
 - b. May include business meetings and issue discussion in multi-candidate forum.
21. Non-adherence to meeting room guidelines may result in user/group being asked to leave the room and possible denial of future usage.



MEETING ROOM SEATING CAPACITY

| | | |
|----------------------|---------|---|
| ALEXANDER LIBRARY | JACKSON | 142 |
| BOLDEN/MOORE LIBRARY | JACKSON | 86 |
| EVERS LIBRARY | JACKSON | 130 |
| MORRIS LIBRARY | JACKSON | 82 |
| TISDALE LIBRARY | JACKSON | 142 |
| WRIGHT LIBRARY | JACKSON | 130 |
| WELTY LIBRARY | JACKSON | 140 |
| FLAGG LIBRARY | EDWARDS | 100 |
| MAJURE LIBRARY | UTICA | 50 |
| RAYMOND | RAYMOND | 82 |
| QUISENBERRY | CLINTON | Seated 200 Standing 300 With tables 128 |
| AUSTIN LIBRARY | TERRY | T.B.A. |



JACKSON/HINDS LIBRARY SYSTEM MEETING ROOM USE APPLICATION

PLEASE READ OUR POLICY AND GUIDELINES FOR MEETING ROOM USAGE BEFORE COMPLETING THIS APPLICATION.

Name of Group _____

Name, Phone & Email of Representative Attending Meeting (required) _____

Address of the Organization and/or the Representative:

Street Address _____

City _____ ZIP _____ Work Phone _____

Home Phone _____ Email _____

Day & Date of Meeting: _____

Purpose of Meeting: _____

Please note: Meeting rooms are available 30 minutes after the library opens and must be vacated 30 minutes before closing.

Meeting Hours (including set-up and clean up): From: _____ a.m. or p.m. To: _____ a.m. or p.m.

Expected Attendance _____ Will refreshments be served? Yes No

Equipment needed: (*subject to availability*) Podium _____ Yes No

- 1. I have read and agree to all stipulations as set forth in the Meeting Room Use policy and procedure.**
- 2. Application form and fee(s) must be submitted prior to each meeting room date requested.**
- 3. I agree to be financially responsible for all damages and extraordinary custodian services deemed necessary following the scheduled meeting.**
- 4. Application fee(s) for meeting rooms are non-refundable.**

Signature of Representative attending meeting (Required):

-----JHLS Staff Use-----

Date of Payment _____ Amount Paid _____

JHLS Staff Signature _____ Date _____

Approved Denied Reason: _____



Jackson/Hinds Library System Meeting Room Checklist

Branch: _____ Day & Date of event: _____

Time: From: _____ a.m. or p.m. To: _____ a.m. or p.m.

Name of Organization: _____

Contact Person Attending: _____

Library Card #: _____ Phone: _____

Email: _____

Alternate ID: _____

**ALL MEETING ROOMS WILL BE INSPECTED BY JHLS STAFF
BEFORE AND AFTER THE MEETING.**

Before meeting
✓ staff initials

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| | |

After meeting
✓ staff initials

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Floors should be clean and free of dirt and debris.

Tables and chairs must be cleaned and rearranged to original position.
Original position _____.

All trash must be disposed of by user. Trash bags will be provided.

Kitchen area, where available, must be left clean and in order.

***I understand that we will be held responsible for the condition
of the room at the end of the meeting.***

Signature _____ Date: _____