



## **Meeting Room Use**

***Under Mississippi law, no commercial companies or for-profit groups may use public buildings, including meeting room facilities for commercial purposes, even if the activities may contain some educational or instructional activities. Public library meeting room space is designed to be used for and by non-profit groups, community interest groups, civic clubs and other groups that are providing programming that has an educational, cultural, civic or informational purpose. Meeting rooms cannot, by law, be rented by commercial entities for any reason, including sales meetings, employee training sessions or for informational programs that are being held in order to introduce the public to their business services or recruit new clients for their businesses. If any dispute arises concerning commercial use of the JHLS meeting room, the Executive Director's opinion will remain the final opinion regarding meeting room use.***

### **Application Fees and Charges**

- A non-refundable Application Fee of \$25.00 for one-half day (4 hours) and \$50.00 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 the Circulation Desk before and after using the room (*Eudora Welty Library – the Reference Desk*).**
- 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 three (3) 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**  
**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 or Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Day & Date of Meeting: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_  
( Description )

***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 \_\_\_\_\_ Library \_\_\_\_\_

JHLS Staff \_\_\_\_\_  
Please Print

Approved  Denied - Reason: \_\_\_\_\_



# Jackson/Hinds Library System Meeting Room Checklist

Library: \_\_\_\_\_ Day & Date of event: \_\_\_\_\_

Time: From: \_\_\_\_\_ a.m. or p.m. To: \_\_\_\_\_ a.m. or p.m. *(Including set-up and clean up)*

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


**After meeting**  
✓ staff initials


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: \_\_\_\_\_