

Meeting at the Library

What meeting room space is available at the Jeffersonville Township Public Library and Clarksville Branch?

Meeting room space for small to medium sized groups is provided at both library locations. Reservations and applications for meeting room space should be made directly with the specific library location where the meeting will be held.

At the Clarksville Branch Library...

A general purpose room will seat up to 60 persons in an auditorium arrangement or 36 persons seated at tables in a lecture arrangement. A limited-service kitchen contains a refrigerator, sink, microwave, and ample counter space.

At the Jeffersonville Township Public Library...

A conference room that will seat up to nine persons at a round table is available on the lower level. Usage of the conference room is restricted to executive functions, literary discussions, committee meetings of organizations, or similar purposes.

The south meeting room on the first floor seats 27 comfortably at tables in a classroom arrangement, 18 in conference table configuration, or can seat a maximum of 36 in chair seating only.

The north meeting room on the first floor seats up to 66 at tables in a lecture arrangement, and seat a maximum of 88 in chair seating. A full-service kitchen is adjacent with refrigerator, stove, sink, and microwave.

When are meeting rooms available?

Library programs take priority in booking meeting rooms. Rooms are usually available during the normal operating hours of the Library, but meetings should not be scheduled to start before 9:30 a.m. All activities **MUST conclude 30 minutes prior to closing** to allow ample time for people to exit the building and for staff to secure the facilities before closing.

Who may reserve library facilities and for what purposes?

Any local civic and service club; local business; governmental agency; and any educational, cultural, literary, or other not-for-profit association may reserve a meeting room.

The purpose of any meeting must be clearly stated both on the meeting room application and to the audience in attendance.

Public and media announcements should not imply that any program, ideas expressed, meeting issue, or the group are sanctioned by the Library.

Library facilities may not be used for purposes of solicitation of business or direct sales while on the premises.

Meeting space may not be used by any group for religious services.

Purely social groups and family or private parties do not qualify to use meeting rooms.

Any organization or entity based outside Jeffersonville Township and Clark County may reserve a room only with the approval of the director.

How do I reserve a room for my club?

Applications for use of meeting space must be made by an adult with a valid JTPL card who will assume responsibility for the conduct of the group and for safeguarding library property and equipment.

Reservations are made using [Spaces](#), our online reservation software. Reservations must be made at least three (3) days prior to the event.

Reservations are preferred for a SINGLE meeting only, although a series of recurring meetings may be approved when scheduling permits. Any group may be asked to give up the room on occasion to accommodate library programming or to allow opportunities for use by others.

Room reservations may be made up to three months in advance. Preference is given to requests made by new groups for single bookings. Reservations needed beyond three months require approval by the circulation supervisor or director.

The Library reserves the right to cancel reservations with notice in the event of uncontrollable circumstances.

What are my responsibilities?

You are advised to call the Library a day prior to the meeting date to confirm your reservation and room assignment.

Groups are also expected to notify the Library as soon as possible of the cancellation of any meeting. *Failure to cancel may forfeit future use of Library meeting rooms.*

User groups may request specific room arrangements and equipment use. If changes are made to these arrangements, users are responsible for returning the room to the original arrangement as found, unless told otherwise by library staff.

Library staff cannot be expected to assist in changing a room arrangement.

You are asked to leave the room in good order and to place all trash in the waste containers provided.

If food has been served, please wipe the table tops and kitchen counter with a damp cloth. Check the kitchen to see that all appliances are turned off.

Turn out all room lights when exiting.

Report the attendance for the meeting to the circulation desk clerk before leaving. If you don't, expect to receive a call requesting this information.

These general guidelines apply to user groups.

Admission fees may not be charged by any group using library facilities, nor may any sales or fund raising activities take place on the premises except those approved in advance which benefit the Library.

Light refreshments are permitted in the meeting rooms. The party reserving the room assumes responsibility for all clean-up. In compliance with local and Indiana law, no alcoholic beverages are permitted. The Library is a **smoke-free** building. Smoking is not permitted anywhere on library property.

The group and the individual making the online room reservation are held responsible for any damage to library premises caused by members of the group in conjunction with the meeting.

Groups and/or the speaker must make their own arrangement for media equipment needed. Any media equipment borrowed from another location must be returned to the source.

Children should be under parental control at all times. Parents attending a function at the Library may not leave young children unattended in the Library.

Where do I Park?

Parking at the Jeffersonville location is available in the lot on the north side of the building, with additional parking available in the overflow lot across 7th Street.

Parking at the Clarksville Branch Library is available from both Eastern Boulevard and from Triangle Drive.

The Library Board reserves the right to revise this Policy at any given time.

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