

## Meeting and Study Room Policy

### 1. Purpose

The Jeffersonville Township Public Library (JTPL) provides meeting room space for programs or meetings either sponsored by the library or initiated by the public for cultural, educational, informational, recreational, or civic purposes. Permission granted to meet in a library meeting room in no way constitutes the endorsement by the Library of the policies or beliefs of any group or organization.

### 2. General Guidelines

- a. Library programs take priority in booking meeting rooms.
- b. Library meeting rooms are available during the normal operating hours of the Library.
  - i. Meetings should not be scheduled to start before 9:30 a.m.
  - ii. 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.
  - iii. Any variation to these meeting room times must have Director approval.
- c. Any local civic and service club; local business; governmental agency; and any educational, cultural, literary, or other not-for-profit association within Jeffersonville Township and Clark County may reserve a meeting room.
  - i. Any organization or entity based outside Jeffersonville Township and Clark County may reserve a room only with the approval of a manager or the director.
- d. The purpose of any meeting must be clearly stated in the meeting room online reservation.
- e. The Library reserves the right to review each prospective use and determine whether that use falls within the JTPL meeting room guidelines.
- f. Meeting space may not be used by any group for religious services, job fairs, private parties, or similar purposes.
- g. Library facilities may not be used for purposes of solicitation of business, direct sales, or fundraising activities while on the premises except those approved in advance, which benefit the Library.
  - i. Authors, musicians, and artists can sell merchandise at programs sponsored by the library.
  - ii. Fees may be charged to cover the cost of a craft program sponsored by the library.
  - iii. Exhibitors with artwork on display in the library may leave information on how their artwork may be purchased.
- h. Admission fees may not be charged by any group using library facilities.
- i. Use of the premises may be prohibited or terminated at any time if the conduct of the group:
  - i. Interferes with staff work or patron use of the library;
  - ii. Is disruptive to library service or patrons;
  - iii. Is abusive or dangerous to the building, library materials, exhibits, furnishings individuals in the building; or

- iv. Otherwise violates library policies.
- j. Non-Library-sponsored groups should not imply that any program, ideas expressed, meeting issues, or the group are sanctioned by the Library through any means, including but not limited to print or social media announcements.
- k. Groups meeting at the library are prohibited from placing advertisements in the Library.
- l. Groups may place signage directly outside of a meeting room to help members locate their meeting.
- m. Basic room set-up may be provided by JTPL staff. Library staff cannot be expected to assist in changing a room arrangement. **Patrons are encouraged to arrive early to ensure the room is set up to their specifications.**
- n. Light refreshments and non-alcoholic beverages are allowed in the meeting rooms.
  - i. Groups serving food and/or beverages must provide their own dishes, cups, utensils, and napkins.
  - ii. The room is to be left in good order and all trash is to be placed in waste containers provided.
- o. Smoking/vaping is not permitted anywhere on library property.
- p. The Jeffersonville Township Public Library does not assume any responsibility for the security of valuables, personal and group equipment, etc.
- q. **While the Library will make every attempt to honor your reservation, the Library reserves the right to cancel reservations with or without notice in the event of uncontrollable circumstances.**

### 3. Available Spaces

Meeting room space for small to medium-sized groups is provided at both library locations.

#### Clarksville Library - Meeting Room A

This general-purpose room seats up to 32 people at tables in a lecture arrangement or 52 people in an auditorium arrangement. A limited-service kitchen in Meeting Room A contains a refrigerator, microwave, and sink. This room is equipped with two 75" displays connectable with HDMI.

#### Clarksville Library - Meeting Room B

This general-purpose room seats up to 32 people at tables in a lecture arrangement or 48 people in an auditorium arrangement. This room is equipped with one 75" display connectable with HDMI.

#### Clarksville Library - Meeting Rooms A & B

Meeting Rooms A & B can be combined to seat up to 64 people at tables in a lecture arrangement or 100 people in an auditorium arrangement. In order to reserve the larger space, both Meeting Room A and Meeting Room B **must** be reserved. A limited-service kitchen contains a refrigerator, microwave, and sink. These rooms are equipped with three 75" displays with the ability to broadcast simultaneously to all three displays.

#### Clarksville Library - Meeting Room C

This general-purpose room seats up to 24 people at tables in a lecture arrangement or 50 people in an auditorium arrangement. A limited-service kitchen area contains a refrigerator, sink, and microwave. This room is equipped with one 55" display connectable with HDMI.

#### Clarksville Library - Study Room Spaces

Three study rooms are available for use by individuals or by a group of up to 5 people. Study rooms are equipped with a table, chairs, and a 32" display connectable by four HDMI cables with easy switching between devices. Usage of the study rooms is intended for tutoring, interviews, client meetings, discussions, counseling, or similar purposes. Food is prohibited in the study rooms.

#### Jeffersonville Library - North Program Room

This general-purpose room on the first floor seats up to 48 people at tables in a lecture arrangement or a maximum of 70 people in an auditorium arrangement. This room is equipped with a ceiling-mounted projector and DVD player. Patrons must provide their own laptop or portable device and necessary HDMI cable. This room is adjacent to a full-service kitchen with a refrigerator, stove, sink, and microwave.

#### Jeffersonville Library - Center Program Room

This general-purpose room on the first floor seats up to 24 people at tables in a classroom arrangement and 39 people in an auditorium arrangement. This room is equipped with one 75" display connectable with HDMI.

#### Jeffersonville Library - Study Room Spaces

Two study rooms are available on the first floor for use by individuals or by a group of up to 5 people. Study rooms are equipped with a table, chairs, and a 32" display connectable by four HDMI cables with easy switching between devices. Usage of the study rooms is intended for tutoring, interviews, client meetings, discussions, counseling, or similar purposes. Food is prohibited in the study rooms.

#### **4. Procedures**

##### Meeting Rooms

- a. Reservations 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.
  - i. Individuals and groups who do not have a JTPL card will be allowed to utilize a meeting room space, but reservations will need to be made by contacting library staff.
- b. Meeting Room reservations are made using our online reservation software. Our online reservation software can be accessed through our website at:  
<https://jefflibrary.org/using-the-library/meeting-room-reservations/>
- c. Meeting Room reservations may be made up to three months in advance and are available on a first-come, first-served basis. Reservations needed beyond three months require approval by the manager or director.
- d. Individuals or organizations are limited to booking a meeting room once a week.
- e. A series of recurring meetings may be approved when scheduling permits.
- f. In order to reserve the larger space at Clarksville, both Meeting Room A and Meeting Room B must be reserved.

## Study Rooms

- a. Study room reservations are made using our online reservation software for study rooms **or** study rooms will be available on a first-come, first-served basis. Our online reservation software can be accessed through our website at: <https://jefflibrary.org/using-the-library/meeting-room-reservations/>
- b. There is a 15-minute grace period before reservations are cancelled.
- c. Study Room reservations will be limited to scheduling up to one month in advance.
- d. A patron is limited to one reservation per day.
- e. Study Room reservations may be made in blocks of up to three hours at a time.
- f. Study Room space may be used for longer than three hours if other patrons are not waiting for the study room.
- g. Lights must remain on in the study rooms when occupied.
- h. Study room doors must remain closed when in use.
- i. Food is prohibited in the study rooms. Covered drinks are acceptable.

## 5. **Patron Responsibilities**

- a. Groups are expected to notify the Library as soon as possible of the cancellation of any meeting. **Failure to cancel, or excessive cancellations, may forfeit the future use of Library meeting or study rooms for three months.**
- b. The group reserving the room assumes responsibility for all clean-up.
  - i. The room is to be left in good order and all trash is to be placed in waste containers provided.
  - ii. If food has been served, please wipe the tabletops and kitchen counter with a damp cloth.
  - iii. No food may be left in the library without permission from library staff.
  - iv. Inform library staff of any spills on the carpet or any issues with appliances or equipment.
- c. The group and the individual reserving the meeting room space are held responsible for any damage to library premises caused by members of the group in conjunction with the meeting.
- d. Groups and/or speakers must make their own arrangements for media equipment needed.
- e. Children ages 10 and under must be under adult supervision at all times.
- f. Check the kitchen to see that all appliances which were used are turned off.
- g. Turn out all room lights when exiting.
- h. Report the attendance for the meeting at the public service desk before leaving. If you don't, expect to be contacted requesting this information.

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

Adopted by the  
Jeffersonville Township Public Library Board of Trustees  
on December 17, 2019. Updated on May 21, 2024; June 17,  
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