

**Jacksonville Public Library**  
**Policies & Procedures for Use of the Main Library**  
**Conference Center and Meeting Rooms\***

**General Overview**

The Conference Center and other meeting spaces at the Main Library provide public space for rental by individuals, groups and organizations. Additional spaces are available for rental for events and activities scheduled after normal Library operating hours.

Events held by individuals and groups from outside the Library may not interfere with regular Library operations and Library sponsored events.

The fact that a group is permitted to meet at the Library does not constitute an endorsement of the group's policies or beliefs by the Jacksonville Public Library.

The Jacksonville Public Library does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, gender, age or disability.

Questions on reserving meeting or event space at the Main Library should be directed to the Conference Center Manager.

**Facilities**

1. The Conference Center Level and the first floor contain the following rooms that are available for rental both during and after normal Library hours of operation:

- **Auditorium** – Theater-style seating for 391 with small raised stage, small backstage area, and two green rooms.
- **Multi-Purpose Room** – Seats up to 300. This room can be divided into two rooms each seating about 150. The eastern section of the resulting two rooms can be divided again into two rooms each seating up to 75. (Seating is figured for chairs only, arranged in rows. Classroom or conference arrangements and other configurations, especially when tables are used, will result in smaller seating capacities).
- **Conference Rooms (4)** – Seating 35, 25, 10 and 10 persons around a conference table.
- **Gallery** – The wide walkways outside the meeting rooms in the Conference Center are suitable for a reception of up to 300 people.
- **Electronic Classroom (First Floor – Main Library building)** – Seats 16 plus an instructor at computers in a classroom arrangement.

2. The following spaces in the Main Library are available for rental after normal Library hours of operation:

- **Courtyard** (Second Floor) – approximately 10,000 SF outside space with limited casual seating. (In case of inclement weather, events scheduled in the Courtyard may be moved to the Grand Staircase Atrium area).
- **Atrium** – Open space on the 2nd, 3rd and 4th floor of the Main Library building

In addition to the above areas, we have Special Areas such as the Grand Reading Room, Ansbacher Map Room and Children’s Theater available for rental after normal hours – please inquire with the Conference Center Manager for use of these spaces and related charges.

3. Spaces in the Conference Center have some flexibility as to arrangement of the space and furniture. Other rental spaces not on the Conference Level and located in the public service areas of the Main Library are subject to very limited rearrangement of existing furniture and equipment.

4. Three kitchen areas are available in the Main Library:

- A large catering kitchen is located on the Conference Level, easily accessible to the Multi-Purpose Room and the Conference Center Gallery via hallways between rooms.
- A small warming kitchen is located at the western end of the Multi-Purpose Room on the Conference Level. This space opens directly into the Multi-Purpose Room, but is also accessible from hallways between rooms.
- A small warming kitchen is located in the Grand Stairway Atrium area on the Second Floor, easily accessible to the Courtyard.

5. Audiovisual and electronic services equipment is available for an additional charge. These are specified in the Main Library Conference Center Fee Schedule. Customers may not bring in their own presentation devices for use in the meeting rooms as the Library accepts no responsibility or liability regarding the use, care or safety of personally supplied equipment. Laptop and Notebook computers are permitted and can be attached to Library audio/visual carts for presentation purposes.

6. The Library may require an audiovisual technician to be on site for events in the Electronic Classroom, Multipurpose Room and Auditorium. The charge for audiovisual technical assistance will be based on the market rate.

## **General Rental Policies**

7. All events held at the Main Library must be conducted in an orderly manner and in full compliance with applicable laws, regulations, and the Library Code of Conduct and other rules. Activities associated with events must not interfere with the regular operation of the Library.

8. Group insurance for special events scheduled in Library spaces will be required. Parameters of insurance required are available from the Conference Center Manager.

9. The Library will require customers using the Library after regular Library hours to have Library security officers on site. Security will remain during and immediately following the event. The Conference Center Manager will arrange for security as per the explicit recommendation of the Library's Security Supervisor according to the individual nature and requirements of each event. The Library reserves the right to determine if the Jacksonville Sheriff's Office will need to provide additional security at an event. Security requirements will be determined prior to the event and the charges for the service specified in advance, according to the Main Library Conference Center Fee Schedule.

10. Food is allowed in all Conference Center areas except the Auditorium at any time the spaces are in use. Catered food is allowed in other spaces only before or after normal Main Library operating hours.

11. There will be an additional charge for events that go over the scheduled time. After-hour events must end by 11:00 P.M. to permit time for clean up. The building must be completely vacated no later than midnight.

12. The Library is not responsible for damage or loss of property left in meeting/event facilities.

13. Anything being taken into the Library may be subject to examination at the request of the Library.

14. No tobacco products of any type or form are permitted to be used in the Facilities or any part of the Library. Firearms and animals (except service animals) are prohibited.

15. The Library does not allow any variety of gambling, gaming, bingo, casinos or wagering of any kind as an element of an event. Provided, however, that charitable and nonprofit organizations that qualify under Fl. Stat. 849.0935 may hold drawings by chance as permitted under the statute.

## **Fees**

16. Fees are set by the Library Board of Trustees and reviewed regularly. Fees are subject to change without notice.

17. A 50% discount is available for non-profit and governmental organizations up to 6:00 pm on weekdays. Lower rental fees are not applicable for any event after 6 pm and on weekends. Those seeking not for profit rates must qualify as a tax-exempt organization under Section 501 (c) (3) or other tax-exempt sections of the Internal Revenue Code and must submit a copy of a current letter of exemption to the Conference Center Manager.

18. There is no rental fee charged for official Mayoral and City Council functions during Library hours at which the mayor or member of city council is present. Mayoral and City Council requests for meeting room space should be submitted in writing on official letterhead to the Conference Center Manager.

19. Donors who make a contribution to the Jacksonville Public Library equal to or greater than \$2,000,000.00 have the opportunity to use the Main Library Conference Center on two occasions (subject to availability) per calendar year at no charge. This waiver applies to room rental only and requests of this nature should be submitted in writing on official letterhead to the Conference Center Manager.

## **Bookings and Cancellations**

20. To reserve space in the Main Library, a Main Library Meeting Room Request must be completed and submitted to the Conference Center Manager and a written Facility Use Agreement must be executed by the Library.

- Space is booked on a first reserved, first served basis.
- Requests should be submitted at least 30 days in advance, but no more than one year in advance.
- A completed request form is required for each date, unless a single event is held on consecutive days. A submitted application does not constitute a guaranteed reservation.

21. The hours booked will include time for setup and cleanup of the space being used. Setup in the Courtyard, Atrium and Special Areas may begin no sooner than one hour before the Library closes and may not interfere with Library services. There are no restrictions on setup time for other spaces as long as this activity does not interrupt library services or disturb library customers.

22. The customer must be at least 18 years of age to book the use of a room.

23. Confirmation of booking and Facility Use Agreement will be sent to the customer within ten business days of receipt of the Request Form.

24. A signed Facility Use Agreement and payment are due to the Conference Center Manager within 10 business days of booking a reservation.

24(a). In addition to standard room rental charges, a \$150.00 custodial fee will be applied to full-day events and for events held after normal Library hours.

Payment in full is due within 10 business days of booking a reservation for events in which total room rental charges and applicable fees are less than or equal to \$350.00.

For events in which total rental charges and applicable fees exceed \$350.00, a down payment is permitted in the amount of \$350.00 or fifty-percent of total rental charges and applicable fees, whichever is greater, within 10 business days of booking a reservation. The remaining balance is due at least 30 days prior to the event. Failure to submit full payment when required will forfeit the down payment and result in cancellation of the reservation.

Space reserved within thirty days of an event will require payment in full at the time of booking a reservation.

25. The Library will provide clean facilities before any meeting or event, excessive cleaning of meeting and event space or public restrooms during or after an event will result in the deduction of fees from the damage deposit. The customer is liable for any damages to equipment and/or facilities of the Library due to negligence of any person participating in the scheduled event.

26. If extension of the contracted event time is required, it must be submitted in writing and arrangements made no less than two weeks prior to the event date.

27. A full refund will be granted only if cancellation occurs more than 30 days in advance of the scheduled event. Twenty five percent of the Facility Use Fee will be refunded if cancellation occurs within 14-30 days of the scheduled event. The rental fee is non-refundable if cancellation occurs less than two weeks before the event.

28. If the Library is unable to allow use of the room as booked for operational or any other reason, the Conference Center Manager will make every effort to provide an alternate booking that meets the customer's needs. If the alternate booking is not workable for the customer, all fees and deposits will be returned to the customer.

### **Publicity**

29. The customer is responsible for any publicity. Publicity materials may not list the Jacksonville Public Library as a co-sponsor of an event or meeting unless the event has been officially approved and designated by the Library as Library co-sponsored.

30. Library phone numbers may not be listed for information on an event. The Library requires that all printed material, press releases, posters and other information regarding

the event include a contact phone number and return address for the organization or individual booking the room.

31. The customer should not issue invitations or press releases until the Facility Use Agreement has been signed and approved by the Library.

## **Logistics**

32. The Conference Center Manager will work closely with the customer to facilitate the event.

33. Three weeks prior to the event date, the customer must inform the Library of the preferred room set-up from the options made available by the Library. The Library will set up/break down all Library-owned furniture and equipment. Equipment and furniture needs will be specified in the contract. Any changes must be approved by the Conference Center Manager at least 7 days prior to the event. Furniture or equipment to be brought into the Library for the event must be specified to the Conference Center Manager at least three weeks prior to the event. The Library reserves the right to deny the use of any item or piece of equipment to the customer for any reason. The customer or customer's representative/vendor is responsible for set up/break down and any non-Library equipment used for the event.

34. The Conference Center Manager must be notified of any and all deliveries in writing, including date and time, at least two weeks prior to the event date. Vendor information not provided may result in those vendors being denied building access. All deliveries must occur on the event date. Deliveries that must be made in advance of the event date are discouraged and may result in additional rental charges for use of an area to hold such items. The Library does not provide free storage facilities prior to or after any event.

35. The caterer is responsible for providing all personnel, material, and equipment for the event. The caterer must be present to accept any deliveries of food or equipment. The caterer is responsible for quickly cleaning up any food or drink spills during the event and cleaning all prep areas.

36. If alcoholic beverages are served:

- Guests must be 21 years of age to be served alcohol.
- Alcohol must be supplied through a licensed caterer
- Alcohol should be delivered to the caterer prior to the event and then delivered to the Library along with the other food items. Library staff will not accept the delivery of alcohol.
- The event must be private and not open to the public.
- Alcohol is not permitted in any area of the Main Library building (non-Conference Center areas) during Library hours.
- At no time will alcohol be permitted in the children and teen sections.
- Alcohol is permitted to be served only in designated areas.
- The Library does not provide set-ups (glasses, mixers, ice, etc.)

37. All decorations should be freestanding and must be approved in writing by the Conference Center Manager. Directional signs and decorations can be placed on designated surfaces with special tape. Materials are not to be attached to walls, windows, doors or furnishings unless approved in writing by the Conference Center Manager.

Certain types of decorations are not allowed. Prohibited items include, but are not limited to:

- Confetti
- Helium-filled balloons
- Stickers
- Decorations incorporating metallic glitter
- Bubble, fog and smoke machines

38. The Duval Street Parking Garage across from the Main Library is City-owned but not operated by the Library. Parking fees are payable at the garage upon exiting the facility. Other parking (on street, lots, and other garages) is also available in the area. No free parking is provided.

39. The Library expects the customer to assist with basic clean up at the conclusion of the event, including placing trash in receptacles provided, removing all personal effects, equipment and decorations, and leaving the spaces as clean and orderly as possible. Event break-down must occur in an orderly and timely fashion in order to avoid any disruptions to the normal operations of the Library. Special cleaning requirements or damage caused during the use of a space that exceeds the damage deposit will be charged to the customer.

*\*Approved by the Board of Library Trustees March 12, 2009*