

Meeting Room Policy

[General Overview](#) | [Facilities](#) | [Applications](#) | [Main Library Guidelines](#)
[Group Qualifications](#) | [Publicity](#) | [Rules](#) | [Equipment](#)

General Overview

The Jacksonville Public Library provides meeting space for library-related, cultural, civic, and informal educational purposes.

Library-related and Library sponsored programs will take precedence over outside programs. When presenting Library-sponsored programs, the Library will make every effort to provide a wide variety of services and information.

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.

Questions on meeting room policy may be directed to the Branch Manager or the Person In Charge at the Main Library.

[\[Back to top\]](#)

Facilities

1. Every Library location has at least one meeting room. Rooms range in size and capacity from library to library. Some locations offer more than one room and rooms of varying sizes. Every meeting room is furnished with chairs and tables. Please see paragraph 25 below concerning room setup.
2. Most locations offer audiovisual equipment and a few locations have a piano. Please see the [Equipment](#) section below concerning arrangements to use this equipment.
3. Computer classrooms are available at some locations for the expressed purpose of providing a group with a computer-training environment. Groups wishing to use the computer classrooms must meet all other qualifications for meeting room use. Computer classrooms are not available for use by individuals unless specifically permitted by Library staff authorized to make such exceptions.
 - a. Group leaders must provide for supervision and monitoring of the use of the equipment. It may not always be possible for the library to accommodate requests for staff help during a session.
 - b. Anyone wishing to use the instructor station must make arrangements in advance for use of the equipment. The instructor station will not be available to groups who have not been trained in its use.

- c. The Library reserves the right to deny use of the computer classrooms to anyone who cannot demonstrate due competence and proper care in use of the equipment and furniture.

[\[Back to top\]](#)

Applications

1. Written application must be submitted in advance for approval.

See [Application for Use of Library Meeting Room Space](#) form for 2006*.

A completed and signed application is required for confirmation. Appeals in cases of refusal are to be directed to the Library Administration. The [Appeal Procedure for Use of Library Meeting Room Space](#) form* is to be used.

2. Requests for meeting facilities at the Main Library are made at this time to the meeting room scheduling coordinator. Please refer to the [Main Library Meeting Room Request Guidelines](#) before submitting an application. Requests for meeting rooms in the branch libraries should be directed to the designated staff member at that branch.
3. Groups requesting meeting facilities for a series of meetings must submit, in writing, a list of specific dates along with their application. Confirmation of recurring meetings will be made by mail or by telephone.
4. Recurring reservations for meeting facilities can be accepted for a period of up to six (6) months only. Reservations will be accepted beginning October 1 for the first half of the following calendar year (January to June), and beginning April 1 for the second half of the calendar year (July to December). The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms. If a recurring reservation is not used two times, all remaining reservations will be canceled, and the group will be so notified.

[\[Back to top\]](#)

Main Library Meeting Room Request Guidelines

Completed applications for meeting room space at the Main Library are made to the meeting room scheduling coordinator. An application can be found [here](#). The application for use of Main Library meeting room space must be submitted a minimum of two (2) weeks in advance.

The completed application can be submitted via:

- Faxed to: 904-630-1163

- Mailed to:
Jacksonville Public Library
303 N. Laura St.
Jacksonville, FL 32202
ATTN: Meeting Room Request
- Emailed to: Kimberly Anderson at kimca@coj.net

Receipt of all meeting room requests will be acknowledged within 24 hours. All acknowledgments will be sent via email.

Confirmation of meeting room availability or requests for details for the event will be sent via email within seven (7) business days.

We advise that announcements for the event not be printed or sent until written confirmation is received.

To schedule a tour of the meeting room space, send an email for an appointment. Staff are not available to provide tours of the space on a walk-in basis.

For further information, please contact Kimberly Anderson (kimca@coj.net or 904-630-1947).

[\[Back to top\]](#)

Group Qualifications

1. All meetings must be conducted so as not to interfere with operation of the Library and under the auspices of an organization that agrees to comply with the policies, rules and regulations established by the Jacksonville Public Library. The name and telephone number of a contact person must be supplied at the time of application.
2. All meetings must be free and open to the public. Groups which are affiliated with a business or commercial organization, enterprise, or any other type of entity which exists primarily for profit may not use the meeting facilities. Private organizations with exclusive membership may not use the meeting facilities. Private parties, such as family reunions or graduation celebrations, may not be held in the meeting facilities.
3. Study groups or individuals are permitted to use the meeting facilities upon availability, with the exception of computer classrooms.
4. Student and other youth groups requesting the use of meeting facilities must make arrangements through an adult advisor who will also be responsible for the group and be present during each of the group's meetings.

[\[Back to top\]](#)

Publicity

1. Each group is responsible for its own publicity which should indicate that the event is not Library sponsored and is open to the public.
2. Posters, flyers, news releases, and other materials pertaining to the meeting for publicity purposes must be submitted to Public Relations for approval. The Library may post or display such materials as space permits.
3. Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of authorized Library staff. No promotional or informational materials may be left in the meeting rooms or library by any meeting room user.

[\[Back to top\]](#)

Rules and Regulations

1. All groups using Library meeting facilities must adhere to all Library rules and regulations. Noncompliance will result in system-wide loss of meeting room privileges. (For more information, see [Library Code of Conduct](#).)
2. The Library retains the right to cancel reservations for a meeting room for operational reasons or for failure to adhere to regulations governing the use of meeting rooms. If possible at least 24 hours notice will be given. Groups holding reservations are requested to notify the Library of cancellations at the earliest possible date in order to free the meeting facility for other groups.
3. Meetings can be held only during regular Library hours. Meetings must terminate 15 minutes before closing time, or at the request of the unit manager or designee.
4. Light refreshments may be served if kitchen facilities are available adjacent to the meeting facilities. Each group shall leave the kitchen and meeting facilities clean and orderly.
5. Neither smoking nor consumption of alcoholic beverages is permitted in Library buildings.
6. Nonprofit organizations may collect donations to cover incidental expenses only, but may not solicit donations for fund-raising purposes or make sales, except for the sole benefit of the Library.
7. The same room may not be available to the same group for every meeting. It is sometimes necessary to make changes in room reservations if a small group has booked a room that would accommodate a larger group.
8. The Jacksonville Public Library cannot be held responsible for damage or loss of property left in meeting facilities.
9. Customers will be held responsible for any damage to Library property.
10. Anything being taken into meeting rooms by the public may be subject to examination at the request of the Library.

[\[Back to top\]](#)

Equipment

1. The Library is not responsible for setting up furniture for groups using the meeting rooms. The organization must leave the room in its original condition.
2. Audio visual equipment for use in the meeting facilities may be available at selected units.
 - a. Anyone wishing to use Library audio visual equipment must make arrangements in advance. Equipment will not be available to customers who have not been trained in its use.
 - b. The Library reserves the right to deny use of audio visual equipment to anyone who cannot demonstrate due competence and proper care in the use of the equipment.
 - c. It may not always be possible for the Library to accommodate requests for staff assistance with audiovisual equipment at the time of the customer's meeting.
 - d. At the time of booking, customers planning to bring in their own equipment must inform library staff of the nature of the equipment that will be brought in. Library staff will not be available to assist customers with the operation of customer-owned equipment.
3. The baby grand piano in the Main Library auditorium and other pianos at selected branches are to be used for concert performances and related rehearsals only. Arrangements for use of a piano must be made at the time the room is booked. The Library reserves the right to deny use of a piano to anyone who cannot demonstrate due competence and proper care in the use of the instrument.
4. Computer classrooms are equipped with one instructor and numerous student workstations. Attendance must be limited to one student per workstation. Instruction must be limited to the capabilities and programs available on the computer classroom equipment. No additional programs or functionalities may be added to existing equipment by the instructor or group using the computer classroom.

Approved February 13, 2003 by the Library Board of Trustees.

Revised 11/10/05