

## Meeting Room Policy

**Welcome:** The Jerome Public Library Director, staff and library board welcome public use of the meeting room by community groups and organizations whose aims are educational, civic, charitable, social or cultural. Fees will be charged for profit making organizations and some social gatherings.

**Fees for profit making organizations and for those hosting social events such as receptions, reunions, etc.:**

- \$50.00 will be charged for the use of the room.
- \$100.00 refundable cleaning/damage deposit. **Any damage to the room or incomplete cleaning will result in the loss of the entire deposit.** Additional fees will be charged for damages exceeding the \$100.00 deposit.
- Non-profit organizations will be charged for costs incurred for cleaning/damages. Failure to pay compensation costs may result in loss of meeting room use privilege.

**Capacity:** Meeting room has the capacity for 202 people with the room divider providing the option of two groups meeting simultaneously. Tables and folding chairs are available for approximately 45-50 people. If groups need more tables and chairs, they must provide the remaining chairs and tables.

**Donations:** The library accepts any donations for use of the meeting room.

**Priority groups:** Library and city sponsored meetings and programs are given priority in scheduling meeting room use. No religious services are allowed in the library.

**Endorsement:** The fact that a group is permitted to meet in the library does not, in any way, constitute an endorsement of the group's policies, beliefs or activities.

**Library rights:** The library director and library board and staff reserve the right to refuse use of the meeting room to any group or person. (Idaho Code 33-2607-2)

**Liability:** The library board and staff do not assume any liability for groups or individuals attending a meeting or event.

**Scheduling:** Can be done with any library staff member and meetings should be scheduled at least one week in advance of meeting date. Meetings and events are scheduled on a first come first serve basis. The meeting room is available during library hours unless previous arrangements have been made. The meeting room may not be reserved for more than a five-hour period of time.

**Cancellations:** If your meeting has been cancelled, please notify the library staff as soon as possible, preferably 24 hours in advance, to allow another group to use the room.

**Key:** If the meeting room is being used when the library is closed, the person in charge of the meeting is responsible for picking up the front door entrance key during library operating hours. The key shall be returned upon vacating the building.

**Cleanup:** The organization using the room will be held responsible for spills on carpets and damages incurred during their use of the meeting room. Persons in charge of the meeting will be responsible for putting the room back in a neat and proper order. A vacuum is provided and located in the table storage area. Garbage bags and cleaning products are available in the kitchen for cleanup purposes. A cleaning check list will be provided. The list should be completed and returned with the key upon vacating the building.

**Kitchenette:** There is a stove, microwave and refrigerator available for use during meetings. Groups must provide their own coffee pot, utensils, dishes, napkins etc. **DO NOT** leave any leftover food or beverage in the refrigerator or kitchen.

**Decorations:** No decorations may be affixed to the walls or ceiling in any capacity. Decorations are limited to the tables or must be free standing.

**Alcohol and smoking:**

- Use of alcoholic beverages is prohibited in the meeting room or on the premises.
- Smoking is not permitted in the meeting room or library.

**Juveniles:** In the event that an organization composed of only minors wishes to use the meeting room, a responsible adult must be in attendance during the entire meeting.

**Behavior:** Any behavior from any group deemed unacceptable by the library director or staff will result in that particular group having the loss of privilege to use the meeting room.

**Approved** by the Jerome Public Library Board of Trustees, dated May 8, 2007.

**Revised during a public meeting:** June 12, 2012; June 11, 2013; November 12, 2013; May 13, 2014, July 10, 2018.