

## Meeting Rooms Use Policy

As a service to the community and in accordance with its mission, the Johnson County Public Library is happy to provide meeting rooms for the public to use during Library hours. The meeting rooms are designated as a limited public forum, available on equal terms to all JCPL cardholders or reciprocal borrowers, regardless of their beliefs or affiliations. The permission to use any of the Johnson County Public Library reservable rooms by any group or organization in no way constitutes endorsement of the policies or beliefs of that organization by the Library.

- Library events and programs are given priority.
- The Library Director is authorized to establish procedures, rules and guidelines for administering this policy.
- Library staff may access any meeting room at any time. The JCPL Board of Trustees has vested JCPL staff with the authority to supervise meeting room use and interpret policy; however, the final authority of interpretation and exceptions to the policy rests with the Library Director or the Director's designee.

### Reserving Rooms/Scheduling

- An adult must make reservations with a valid JCPL card or reciprocal privileges.
- Reservations are:
  - Made on a first-come, first-served basis up to 90 days in advance.
  - No more than two reservations within a 30-day period.
  - Walk-in use of the room (regardless of the two times in 30 days) is possible whenever the room is available, but must be approved by library staff first.

### Reservation Requirements:

- Meeting attendees must abide by the *Appropriate Library Behavior Policy*.
- Event attendance must not exceed room capacity.
- Regarding publicity or promotion of non-Library programs, partnerships or events:
  - Publicity for programs held at JCPL facilities must carry the name and contact information of the sponsoring organization.
  - The Library cannot be identified or implied as the sponsor of the program/event, nor can the Library's contact information be listed in the communication.
    - Include the following disclaimer for non-Library events/meetings – both in text and graphic communications:
      - *This meeting is neither sponsored nor endorsed by the Johnson County Public Library.*
- Failure to comply with any of these regulations or those in the *JCPL Meeting Rooms Use Guidelines* may result in forfeiture of the group or individual's future use of meeting rooms.

### Responsibility

- The following are prohibited in the meeting rooms: alcohol, open flame, and excessive noise. Other items/activities may be prohibited if staff deem them to be unsafe to attendees, may cause damage to the room, or violate other JCPL policies.
- Each organization shall assume full responsibility for any damages and/or cleaning charges and authorize an individual to make reservations. Any damages or additional cleaning costs will be billed to the JCPL cardholder on file with the group's reservation.
- The Library is not responsible for items lost or stolen in conjunction with using the Library's meeting rooms. The Library does not assume any responsibility or liability for the damage or injury to any person or property resulting from activities of a group or individual using the library.

### Study Rooms

JCPL has study rooms available at no cost for individuals or small groups for non-commercial or tutoring purposes. Refer to the [Study Room Guidelines](#) for more information.

### Free and Paid Use of Rooms:

Qualifying groups must be nonprofit or non-commercial to reserve a room at no cost.

- Meetings or events held by the following entities:
  - Nonprofit entities, small community-based groups, governmental agencies, or educational institutions.
    - Meetings must be non-commercial—no admission charge, no products or services solicited or sold, no fundraisers, and no money or dues collected or pledged.
    - Meetings must be non-partisan or bipartisan.

Fees are charged for meeting room use under the following circumstances:

- Meetings or events of for-profit groups or businesses.
- Meetings or events by any group that are commercial in nature (admission charged, products or services solicited or sold, funds collected or pledged)
- Fundraising events by any group not directly supporting JCPL.
- Special or social events: showers, receptions, memorials, parties, etc. Special events require the rental of the whole room.

Payment for meeting room use must be submitted on the day of the event with cash, checks (made payable to Johnson County Public Library), or credit card.

Complete procedures, room capacities and updated fees can be found at [www.pageafterpage.org/book-a-meeting-room](http://www.pageafterpage.org/book-a-meeting-room)

| Document History and Version Control Table |                                   |                    |             |
|--|-----------------------------------|--------------------|-------------|
| Version                                    | Action                            | Approval Authority | Action Date |
| Revised version                            | 1-10-2017                         | JCPL Board         | 01-17-2017  |
| Revised version                            | Added meeting room fee table      | JCPL Board         | 02-15-2022  |
| Revised version                            | Added LSC Program Room fee        | JCPL Board         | 11-15-2022  |
| Revised version                            | Revised policy; fee table removed | JCPL Board         | 11-18-2025  |