

## Meeting Rooms Use Guidelines

### Reservations

- All reservations will be handled on a first-come, first-served basis.
- Reservations must be made by an adult with a valid JCPL card or reciprocal privileges. Residents outside of Johnson County wishing to reserve the room for business or special event use should call or visit a branch to apply for a card in order to place a reservation.
- Due to the high demand for reservations, each group or organization may reserve the Community Room twice in one month. After the reservation limit has been met, rooms are available on a walk-in basis, subject to availability.
- Reservation requests can be made by calling or visiting a branch, or by using the Self-Service Room Reserve Calendar on the Library's webpage at least 72 hours prior to the event. Requests are pending until approved by library management. If an email address is supplied with the request, a confirmation or denial will be sent.
- Reservations must include time for set-up and clean-up.
- Special event use of the room requires reservation of the full room.
- Library-owned audiovisual equipment is available at no charge and must be requested at the time the room reservation is made. Library staff will make every effort to ensure the equipment is in good working order, however, the library can make no guarantees that the equipment will meet a group's needs and specifications.
- Advance notice of at least 24 hours is to be given to the Library if the reservation is to be cancelled.
- JCPL reserves the right to limit/revoke meeting room privileges due to repeated cancellations/no-shows.

### User Responsibility

- Room set-up and clean-up is the responsibility of those reserving the room. Chairs and tables may be arranged as needed. The wheels on the tables must be unlocked before they are moved to avoid damage. Sitting or standing on the tables is not allowed. Rooms should be left in a neat and orderly condition. Tables, chairs and counters should be cleaned after use. If excessive clean-up is required by library staff, or if there has been damage to the facilities or equipment, fees will be billed to the applicant and room use may be restricted.
- Publicity for events to be held in the meeting rooms must not state or imply that any program is sponsored, co-sponsored, approved or endorsed by the Library.
- The use of open flame is prohibited without prior approval.
- The rooms are not designed for food preparation, but prepared food is allowed. Groups must bring their own supplies and paper goods.
- Groups requesting use of the audiovisual equipment must be prepared to operate the equipment.
- Children must have adult supervision before, during and after meetings or events.
- Noise should be kept at a level that will not disturb others using the library.
- Attendance must be recorded on the form provided and returned to a public service desk.