

Code	<i>OPS-017</i>	
Policy Title	Meeting Room Policy	
Category	Operational & Facility Policies (OPS)	
Cross-Reference	OPS-020 Program Policy OPS-021 Public Computer Use and Wi-Fi Policy OPS-026 Unattended Children Policy	Page 87 Page 89 Page 101
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Date Adopted	May 2023	
Date Reviewed	January 2026	

Policy Statement

The Robert R. Jones Public Library makes its meeting rooms available as “designated and limited public forums” for meetings and programs conducted by outside individuals and organizations on the subjects of educational, cultural, civic, or governmental activities. The Library reserves the right to decline requests to use its meeting rooms that do not align with this policy. Use of the meeting rooms does not imply endorsement, support, or co-sponsorship by the Library of a person’s or group’s policies, beliefs or activities. The Library is not responsible for promoting or publicizing events hosted by outside groups in the Library’s meeting room.

PROCEDURE

Organizations are solely responsible for promoting their events. All advertising for an outside group’s event using a meeting room must be approved by the Library. The following statement must be placed on all publicity that is distributed for programs booked in the Library’s meeting rooms: “This program is neither sponsored nor endorsed by the Robert R. Jones Public Library. The Library is not responsible for the information presented in this program.”

- Public meeting rooms are not available for use for:
- Commercial purposes, donation solicitation, or fundraising
Political events including, but not limited to, political rallies, fundraisers, electioneering events, including, but not limited to, supporting or opposing a candidate or candidates for office, a ballot issue, position, or a question of public policy
- Religious worship services or proselytizing
- Meetings or events of a primarily commercial nature, including, but not limited to the sale, advertising, solicitation, or promotion of products or services

- Gambling or other illegal activities
- Programs or purposes prohibited by or inconsistent with this policy

The Robert R. Jones Public Library offers meeting rooms of varying size and accommodations for use by the public. Reservation times can be found on the library's website and the room reservation software.

Meeting Rooms

No admission fees may be charged by any organization using the meeting rooms.

Alcohol is prohibited in the Robert R. Jones Public Library, including the meeting rooms, unless approved by the Board of Trustees with a minimum 30 days prior notice.

Technical support is only provided for A/V or electronic equipment owned by the Robert R. Jones Public Library.

Refreshments are permitted in the meeting rooms. The public meeting room must be left in the condition in which they were found. Facilities will be inspected after each meeting. A fee of \$25.00 per hour will be charged to users for any special cleaning as determined by the Robert R. Jones Public Library Administration.

The organization and its representative will be held financially responsible for any damage to library property incurred while renting a meeting room.

Time for meeting setup and cleanup must be included in the reservation time scheduled. Access to the meeting rooms before or after scheduled time may not be permitted.

Meeting rooms must be vacated 30 minutes prior to Robert R. Jones Public Library closing.

Organizational leadership must ensure that all meeting attendees adhere to the guidelines detailed in the Robert R. Jones Public Library Meeting Room Policy, Disruptive Behavior Policy and Unattended Children Policy. Use of the meeting rooms may be prohibited or terminated at any time if the conduct of the group interferes with staff work, patron use of the Robert R. Jones Public Library, or is abusive or dangerous to the building, Robert R. Jones Public Library materials, exhibits, furnishings or individuals in the building.

Robert R. Jones Public Library staff must be allowed access to the meeting rooms at any time. Reservations may be made with the Robert R. Jones Public Library in person or via phone. Reservations must be made at least 48 hours in advance. With the exception of official Robert R. Jones Public Library-sponsored events, meeting rooms will not be reserved more than six months in advance.

Priority in reservations will be given to meetings or programs of the Robert R. Jones Public Library Board of Directors and Robert R. Jones Public Library sponsored and/or related meetings or programs. Should a scheduling conflict occur, an organization will receive as much notice as possible in order to reschedule.

For-profit organizations using meeting rooms for educational purposes such as seminars or informational meetings is acceptable. The Robert R. Jones Public Library reserves the right to request proof of nonprofit qualifications.

Cancellations

Cancellations must be reported at least 48 hours in advance, freeing rooms for other reservations.