

Meeting Room Policies

The Jacksonville Public Library does not promote/endorse any views/beliefs of any group using the rooms.

All for-profit groups using the rooms must not transact any financial business at the library unless expressly approved by the Library Director or Assistant Director.

The Jacksonville Public Library prohibits solicitors of any kind.

The Jacksonville Public Library reserves the right to have first priority of the usage of any rooms.

Reservations will be on a first come first served basis. All first time users must sign a meeting room contract.

If any group will be using the room 24 times per year or more they will need approval from the Director as the rooms are in very high demand. The library reserves the right to request a group to move to another location in the library.

The library is not responsible for any publicity for groups using the rooms.

The amount of people using the rooms cannot exceed the number that is in accordance with the fire code.

No personal or gift parties in the meeting rooms are allowed.

All meetings must be concluded and the room returned to the proper order that it was found before closing time.

No alcohol is allowed to be served at any function at Jacksonville Public Library.

Those groups using the downstairs meeting room may use the library's kitchen, but it must be returned to the proper order that it was found.

The noise level cannot disturb other patrons using the library.

In event of damage or extraordinary cleaning, the group will be billed for the cost of repairs and/or a cleaning service.

If any of the above policies are violated the library reserves the right to revoke a groups meeting room privileges.

Approved by the Board of Trustees on 7/8/2013