

Meeting Room Policy

The Jacksonville Public Library has two meeting rooms: the Meeting Room on the lower level and the Conference Room on the main level. This policy applies to those rooms and to any other areas of the library designated as meeting spaces by the Director. The meeting rooms are available to reserve during library open hours.

Use Guidelines

- The Jacksonville Public Library does not promote/endorse the views/beliefs of any group using the rooms.
- The rooms are not intended for commercial use and groups using the rooms may 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 users must sign a meeting room contract. The contract will be kept on file for one year
- If any group will be using the room 24 times per year or more it 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 number 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.
- Before closing time, all meetings must be concluded and the room returned to the condition in which it was found.
- 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 at the end of the meeting, it must be returned to the condition in which 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 group's meeting room privileges.
- All groups and attendees must comply with the Rules of Behavior for Persons Using the Jacksonville Public Library.

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

Amended by the Board of Trustees on 12/12/2023