

DATE: 4/9/91  
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## **PUBLIC SERVICE**

### **(3.9) Meeting Rooms**

The library offers the use of its meeting rooms for public meetings and programs of a non-commercial nature. Groups using library meeting rooms must meet the requirements of meeting room Rules and Regulations below.

The meeting rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The meeting rooms are available to all, including religious and political groups. The content of meetings is determined solely by the groups holding the meetings.

Illegal, solely personal, or commercial uses of the rooms are not permitted. Weddings, wedding receptions, birthday parties, anniversary parties, and other similar celebrations are considered solely personal.

The library does not support or endorse the viewpoints of the groups that meet in its facilities. Publicity for meetings held in library meeting rooms may not state or imply library co-sponsorship without written permission from the Library Director.

The library encourages the widest possible use of its meeting rooms by the community within the framework of this policy. Abuse of meeting room privileges may be grounds for denial of permission for future use.

#### **LOCATION AND DESCRIPTION**

Juneau Public Libraries have five meeting rooms available to the public: two in Downtown library, two in the Valley library, and one in the Douglas library.

##### **DOWNTOWN**

The main meeting room seats 30 people. Tables and a marker board are in the room. A counter top and sink are available for serving light refreshments. A teleconferencing convener is available by request for local calls.

A small 8 person conference room is also available at the downtown library. It has one large table with chairs and a marker board. Food is not permitted in this room. This room may also be used in accordance with the Valley Study Rooms policy; however, when these two policies conflict, the Meeting Rooms policy takes priority.

##### **VALLEY**

The main meeting room seats 60 people. Tables are available. A counter top and sink are available for serving light refreshments. The room has a projector with inputs on the wall (VGA, HDMI). Common adapters are available for checkout from staff. Please ask staff for assistance with the projection screen.

A small 12 person conference room is also available in the Valley. It has one large table with chairs and a marker board. The room has a projector with inputs on the table (VGA, HDMI). Common adapters are available for checkout from staff. Please ask staff for assistance with the projection screen. Food is not permitted in this room.

##### **DOUGLAS**

The meeting room seats 42 people. Tables and two marker boards are available. A small kitchenette unit is available for serving light refreshments.

#### **RULES AND REGULATIONS**

1. Meeting rooms are available for public use during scheduled library hours.
2. Reservations may be arranged by contacting any library during open hours.
3. Reservations may be made up to 6 weeks in advance on a rolling calendar, first come, first served basis. The library seeks to give all community groups an opportunity to use the meeting rooms.
4. To ensure equitable use for the entire community, reservation requests in excess of three hours in a single day must be pre-approved by the Circulation Supervisor or Library Director.

5. All meetings must be free. No fee may be charged for attendance. No dues, contributions, or registration fees may be collected. Groups wishing to collect donations to defray the cost of programs or guest speakers must do so away from the library premises. No products, services, or memberships may be advertised, solicited, or sold. The only exceptions to this rule are for charges or sales which directly benefit the public library and are approved in advance by the Library Director.
6. All scheduled meetings must be open to the public. Any member of the public who wishes to join the group may do so as long as they do not disrupt the meeting.
7. Reservations must be made by adults (18+). Individuals making the meeting room reservation must provide the library with contact information and attend the meeting.
8. Meeting rooms are available only for purposes that will not interfere with other library services. Activity and noise levels may not disturb other users of the facility.
9. CBJ Departments, Boards, and Commissions may book further than 6 weeks in advance. Exception for other groups can be made for one-time special events requiring public advertising which may be booked up to 3 months in advance. These advance bookings must be done through the Manager's Office.
10. All groups must leave the building promptly at closing time. If a group does not comply a charge of \$30 will be levied for each 15 minutes beyond closing.

Groups meeting to conduct official city business may make special arrangements with the library's administrative office in advance for meetings before or after library operating hours.

11. Cancellation of a reservation for a community group may be necessary if the space is needed for a library program, a City government sponsored meeting, or (in Douglas only) a Fire Department meeting. Every effort will be made to give adequate advance notice; minimum notice will be 24 hours.
12. To facilitate re-booking, all groups are obligated to give the library as much notice as possible when canceling a meeting. Groups that fail to show up or cancel a meeting more than twice in a three month period will have their meeting room privileges suspended for six weeks.
13. Meeting room reservations are released after 15 minutes in the event of a no-show.
14. As meeting rooms are public spaces, it is the responsibility of the meeting room organizer to ensure any content shown in the library meeting rooms is covered by public performance rights, fair use, or the permission of the copyright owner. Content shown in library meeting rooms must also be in accordance with the library's code of conduct.
15. The meeting rooms in the Downtown and Valley Libraries are occasionally made available by staff for drop-in individual users when not otherwise reserved. Drop-in users may be asked to relocate if a group reservation is pending or has been made. The meeting rooms remain public spaces, open to all, when being used in a drop-in fashion.