

MEETING AND CONFERENCE ROOMS

The Jefferson-Madison Regional Library (JMRL) offers several options for members of the public seeking individual or group rooms. These rooms are intended to be used by the public for civic, cultural, and educational activities. Each JMRL location may have different types of rooms available to the public, but in general JMRL rooms include:

- Meeting Rooms- For use by groups of three or more. Meetings must be free and open to the public and reservations are generally required in advance.
- Conference Rooms and Privacy Pods- For individual or small group meetings, generally not open to the public at large. Check with your local branch for availability and reservation requirements.

JMRL rooms are available for use during hours the Library is open on equal terms to all groups in the community, regardless of the beliefs and affiliations of their members. The following guidelines apply to public use of JMRL rooms:

- JMRL's Conduct Policy (4.232) applies in all JMRL rooms
- Rooms are not intended for the conduct of daily business or regular "office hours."
- No individual may be turned away from a Meeting Room, nor can meeting organizers require an individual to provide any identifying information as a prerequisite for attending.
- Only JMRL's Conference Rooms and Privacy Pods are available for private use.
- Solicitation is not permitted at JMRL, including in JMRL rooms; however, local offices of Voter Registration and/or their designees may use library facilities to encourage voter registration.
- JMRL's rooms are not available for programs involving the sale, advertising, or promotion of commercial products or services, regardless of purpose, except programs of Jefferson-Madison Regional Library, Friends of Jefferson-Madison Regional Library, the Virginia Library Association, the Virginia Festival of the Book, or the Jefferson-Madison Regional Library Board of Trustees, at which programs performers/presenters are permitted to sell sound recordings, videos and books related to their performance/presentation. Library staff shall not be involved in such sales in any fashion.
- Meetings or classes held in library Meeting Rooms must be open to the public free of charge. Fees to cover only the cost of materials and supplies may be charged by publicly-funded institutions and accredited educational facilities.
- The fact that a group is permitted to use a room does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All literature and publicity regarding meeting room activities must clearly identify the sponsor(s).

- Rooms are not available for social gatherings such as birthday parties, reunions, showers, etc.
- Library sponsored events have first priority in scheduling, and JMRL reserves the right to reschedule public meetings if a conflict with library events occurs. JMRL will make a good faith effort to make other arrangements for a public booking if a conflict arises.
- If a party reserving a JMRL room does not arrive within 15 minutes of the scheduled reservation time, library staff may make the room available to other users. When not in use, rooms may be available to individuals on a first-come, first-served basis for up to 3 hours per day.
- For Meeting Room bookings, JMRL will publicly post the name of hosting organizations.
- Meeting Room use requires completion of a JMRL Meeting Room Registration form (JMRL Form: Section 5.1) by an authorized group/organization representative with a valid JMRL library card. Individuals under 18 years of age will need parental signature on Form 5.1; any juvenile use of Conference or Meeting Rooms or Privacy Pods must comply with JMRL's Safe Child Policy (4.234)
- JMRL's rooms are only available during library hours, unless by special arrangement with the Library Director or their designee. Any after-hours usage of rooms may require a fee, and all JMRL policies will apply during usage.
- JMRL-sponsored activities and events are not subject to the guidelines of this policy.

For more information on procedures for rooms at any JMRL branch, see jmrl.org/meeting-rooms. Details on use of JMRL rooms may vary from branch to branch.