

Jay County Public Library

Building and Grounds Policy

Reviewed May 18, 2015

Adopted June 8, 2015

Building and Grounds Policy

Facility Usage

1. Meeting rooms
 - a. The meeting rooms are for the use of the library, its programs, library-related organizations and, as time permits, other organizations or individuals for educational, recreational, social, and cultural programs. First priority is given to library-sponsored events, and the library function must not be impeded.
 - b. The library reserves the right to refuse use of the facilities or limit the frequency of use by a particular group to ensure fair access to all.
 - c. The use of the library's meeting rooms does not constitute an endorsement of an organization's policies or beliefs.
 - d. Users of the rooms may not solicit attendance or purchase from members of the public in common areas on library property.
 - e. The library, its Board of Trustees and its employees do not assume any liability for groups or individuals attending a meeting in the library, nor are they responsible for any personal property brought to or left in the building relative to the use of those rooms.
 - f. Tenants may not use the library's address or telephone number to receive reservations or to dispense information about their events. No message service during events will be provided by the library staff.
 - g. For commercial and business concerns or fund raising activities, rental fees may be charged, including tax, and shall be payable in advance.
 - h. If the meeting in the Community Room might extend past the library's regular business hours, the tenant must advise this at the time the room is booked.
 - i. There is no monetary penalty for canceling a reservation.
 - j. The tenant will be financially responsible for any soiling or damage incurred while occupying the space. The room(s) is to be left in as-found condition.

2. Displays

- a. Materials displayed in open areas, on bulletin boards, or in locked display cases must be approved by the library staff as being appropriate according to the library's mission. Examples of inappropriate displays are: political posters, advertising of for-profit concerns, jobs wanted, and jobs available.
- b. Displays are placed at the displayer's risk.
- c. Damage to library property by the displayer during the set-up or removal of a display is the responsibility of the displayer.
- d. The library's own displays have priority over any display from outside the library, and appropriate displays may be denied access due to space limitations.
- e. Posting of displays does not indicate the library's endorsement of the issue or event promoted.
- f. Containers for contributions of cash may not be placed in the library. Containers for other types of contributions are subject to the director's approval.