

Jay County Public Library

Building and Grounds Policy

Reviewed October 20, 2023

Adopted November 13, 2023

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; commercial and business concerns; or fund-raising activities. 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 for all. Use may be prohibited or terminated at any time if the activity or conduct planned or occurring in a meeting room is deemed to be disruptive, interferes with library patrons' use of the library or interferes with library employees, or violates any other library policy.
- c. The use of the library's meeting rooms does not constitute an endorsement of an organization's policies or beliefs. Groups must use the phrase, "This program is not sponsored or endorsed by the Jay County Public Library" on all advertising and promotion.
- d. Users of the rooms may not solicit: attendance, membership 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 as set by the Board 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. Doors to the meeting rooms must remain closed during the duration of the meeting.
- j. There is no monetary penalty for canceling a reservation.

- k. 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.
- l. The Board empowers the Library Director to establish procedures for facility usage.

2. Displays

- a. Materials displayed in open areas and available for distribution or on bulletin boards, or in locked display cases must be approved by library staff as being appropriate according to the library's mission. Items for posting may promote nonprofit civic, cultural, educational, recreational, and charitable organizations and events.
- b. Examples of inappropriate displays are: political posters or those advocating a certain position on a public issue, advertising of for-profit concerns, jobs wanted, and jobs available. Items will not be posted for for-profit businesses or groups or for activities designed for individual or commercial profit or gain. The library will not display materials that have a religious message.
- c. Items for posting may be submitted at the front desk and must receive approval by the Director before posting. Materials left for consideration cannot be held or returned. Due to time constraints, staff are unable to follow up regarding posting status. Materials approved for posting will be displayed as space allows.
- c. Locked display cases are first for library use but can also be used by local organizations and library partners.
- d. Displays are placed at the displayer's risk.
- e. Damage to library property by the displayer during the set-up or removal of a display is the responsibility of the displayer.
- f. 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.
- g. Posting of displays does not indicate the library's endorsement of the issue or event promoted.
- h. 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.