

ADMINISTRATIVE REGULATIONS

Document Number **ARM 20-80-26**

Tab: Patron Services

Section: Facility Usage

Subject: MEETING ROOMS

SUMMARY

This regulation describes the policy for the availability and use of JCL meeting rooms by non-library groups.

Effective Date: Reaffirmed
 Reviewed

August 17, 2011
 October 4, 2017

POLICY

a. When not being used for library meetings and programs, designated meeting rooms are available, free of charge, on a reserved-only basis to government agencies and non-profit groups engaged in educational, cultural, intellectual, recreational, or charitable activities. As public forum areas, these meeting rooms are subject to the intellectual freedom policies of the library. All other meeting rooms are reserved for use by library or library-sponsored meetings or programs and are non-public forum areas. Study rooms are non-public forums pursuant to ARM 20-80-27 and are governed by the terms of that regulation. The County Librarian is directed to adopt written procedures to implement the terms of this policy.

GUIDELINES

b. The County Librarian will establish guidelines for meeting room use and make them available to patrons.

Requirements

1. Groups must agree to abide by library regulations and procedures. All meetings held by non-library groups must be open to the public, and no admission may be charged.

Supervision

2. At least one person age 18 or over must be present and responsible for any event involving children under 18.

Penalties

3. Failure to comply with this regulation for meeting room use or other library policies and procedures may

result in denial of future use of the library meeting room, financial liability for damages, and/or immediate removal from the room.

PROCEDURES

c. The County Librarian will establish procedures for reservations, which must be made on a JCL form, which includes an indemnification and hold harmless agreement signed by a responsible representative of the group age 18 or over.

EQUITABILITY

d. Meeting rooms are available to groups on an equitable basis, within the guidelines of these regulations. The Library will not favor particular points of view or organizations advocating certain points of view and will make no effort to censor or amend the content of the meeting when granting meeting room access. Should a qualifying group with opposing viewpoints to the contents of a meeting wish to hold a meeting in a library meeting room, comparable access will be granted within the guidelines of these regulations.

DISCLAIMER

e. That a group is permitted to use a library meeting room does not in any way constitute an endorsement by the library of the group's policies or beliefs, and no claim to that effect may be used, explicitly or implicitly, in advertising.

Library Logo

Groups are prohibited from using the Johnson County Library logo.

APPEALS

f. Any group denied use of a library meeting room may appeal the decision in writing to the Library Board of Directors, who will consider the request at their next regularly scheduled meeting.

October 4, 2017

ARM 20-80-26 End