

Meeting Room Rules & Guidelines

General Rules and Regulations:

Below are general rules and guidelines for all James Prendergast Library Association (JPLA) room reservations.

1. Use of JPLA's facility may be prohibited or terminated at any time if the group or individual conduct interferes with staff work or patron use of the Library, is disruptive to library service or patrons, or is abusive or dangerous to people, the building, library materials, exhibits, and furnishings.
2. JPLA's policies apply to all people on library property. JPLA may withdraw permission to reserve rooms from groups or individuals who have failed to comply with the Facility Use Policy, Rules of Conduct Policy, or any other library policy. JPLA policies are available on the website or at the public service desks.
3. Groups and individuals who use meeting or study rooms are library guests, and their use of the space should reflect that understanding. Areas designated as staff-only areas are for JPLA staff and volunteers only.
4. JPLA's name and address may not be used as the address or headquarters of a group, organization, or individual making a reservation.
5. JPLA cannot create or display wayfinding signage for room reservations, hand out flyers, provide printed information about room reservations at public desks, or promote programs or events in Library marketing materials.
6. All groups or individuals using the rooms will leave the facilities clean and orderly and are responsible for any damage to library property that occurred during the room reservation.
7. JPLA will charge a cleaning fee for a reservation if they request to serve shared food and drinks during a room reservation.
8. Room reservations may start at or after 9:15 am Monday-Friday and 10:15 am on Saturdays, and the reservation must end (15) minutes before closing, 6:45 pm Monday-Friday and 3:45 pm Saturdays to give staff sufficient time to open and close the building.
9. Room reservations are only permitted during the Library's open hours.
10. An authorized representative of the group reserving the room must remain on the premises throughout the period for which it is reserved or until the meeting or event ends.
11. JPLA will not assume responsibility for the security of items in the room during a reservation or provide storage of materials or equipment for a reservation using the room.
12. Alcohol and tobacco use are prohibited on library grounds. The New York State Clean Indoor Air Act (CIAA) prohibits smoking and vaping within 100 feet of entrances, exits, or outdoor areas of public libraries.
13. Rooms must be reserved by an adult (18 years or older). Persons bringing children thirteen (13) and under to reservations must assume responsibility for their care and behavior. Young Adults, age fourteen (14) or older, may reserve study rooms at the discretion of Library Management.
14. Reservation cancellations should be made as early as possible to allow others to use the room. Failure to notify JPLA of a cancellation may jeopardize future reservations.
15. At the library management's discretion, JPLA programs and events may be exempt from some of the above regulations.

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JPLA’s meeting rooms are available equally to all nonprofit groups and organizations subject to the Meeting Room regulations below.

1. Any individual or group that reserves a meeting space must assume legal responsibility for all related event activities in the Library.
2. All meetings in designated Meeting Rooms must be free and open to the public, and no fees, dues, or donations may be charged or solicited for any program.
3. Meeting rooms may not be used for commercial and for-profit purposes.
4. Meeting rooms are free to reserve with the understanding the meetings, programs, and events will be open to the public.
5. Meeting Room reservations are treated as limited public forums; therefore, any individual who wants to attend the program may do so. Children thirteen (13) or under must be supervised by an adult caregiver while attending a meeting room program.
6. If an organization holds a program requiring registration, the registration must be free and open to the public (i.e., workshops or seminars).
7. If an organization has held free and open-to-the-public registration, they may limit attendance based on registration status.
8. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room.
9. Nonprofit agencies holding meetings closed to the public may be approved to reserve a room through JPLA’s Special Event Rental Application.
10. All users must comply with the provisions of the Americans with Disabilities Act, which requires that a meeting or materials at a meeting be provided in an accessible format when requested.
11. JPLA’s Food and Drink Policy applies to all meeting room use. Library staff must give special permission if a group wants to serve shared food and drinks. A cleaning fee is required for shared food and drink use in a meeting room. Please see the cleaning fee information on the Meeting Room Application.

Meeting Room Agreement

The James Prendergast Library Association (JPLA) reserves the right to deny Meeting Room access if a patron disregards any part of the Facility Use policy, Rules of Conduct policy or for any other misuse of the space, as determined by JPLA staff.

By signing this agreement, I indicate that I understand the terms of the Meeting Room Rules and Guidelines and agree to abide by it.

Name (Printed)

Signature

Date