



GFJ Library Meeting Room Policy

The meeting room policy of the George F. Johnson Memorial Library encourages maximum use of the library meeting rooms (the Beatrice Scott and the George F. Johnson rooms) by community organizations for educational, civic, cultural and/or business purposes under the following conditions:

1. Library related activities/programs/meetings have priority scheduling of the two meeting rooms.
2. Because the Library is intended for the use of all members of the public, all meetings are open to the public. This means that the meeting must be open to any interested individuals and must be free of charge. Limits may be placed on the size of the group if the room capacity is exceeded. The library also endorses Article VI of the American Library Association's Library Bill of Rights, which states: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Business groups should not be conducting business on library premises, but are welcome for more general business-oriented purposes, subject to interpretation by the Library Director. Private social events are not permitted.
3. There is a \$15.00 suggested donation for use of the library meeting rooms.
4. The library reserves the right to limit the number of times a group may use the room during a given period of time, in order to assure fair opportunity to all potential users. Community groups should register online and book the room using the library's online booking system. The person placing the room request will be notified by library staff once a decision on their request has been made.
5. Meeting times are limited to hours when the library is open to the public. All meetings must adjourn at least 15 minutes prior to the closing of the library. The representatives of the organization that is meeting are responsible for ending the meeting on time and for leaving the meeting room in proper order. If damage occurs to any library property during an organizational meeting, the organization will be held liable for repair or replacement costs.
6. Alcohol, smoking and open flames are NOT permitted in the meeting rooms and refreshments may be served only by special permission from the Library Director.

Adopted 3/08. Revised 7/21/16.



Directions for Scott Room Users

We are happy to provide use of this room free of charge however, our expectation is that the room will be left in excellent shape following usage.

* If you will be using anything remotely messy (paints, crayons, coffee, etc.) you must bring something with which to cover the tables.

* Before you leave the room,

please:

- Make sure there are 3 tables with chairs set up (on the side of the room opposite the smart Board).
- Clean any tables you used.
- Check the carpet. If it requires vacuuming, we have one for your use.
- Take care in seeing all garbage has been placed in cans.
- Re-stack any extra chairs you used.
- Turn off all lights and heating panels.

If you need to use the smart board and/or laptop:

- Ask the librarian at either the Adult or Children's reference desks for help.
- **Do not** write on the smart board with anything other than the correct markers which **will be provided to you** when you request them.
- Let us know when you are done so that library personnel can lock up the laptop, etc.

Thank you for your cooperation!