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## **PUBLIC SERVICE**

### **(3.9) Meeting Rooms**

The library offers the use of its meeting rooms for public meetings and programs of a non-commercial nature. As a community service, meeting rooms are available for use by members of the public when not being used by the Library. Library sponsored and co-sponsored programs have priority over all other room reservations. Groups using library meeting rooms must meet the requirements of meeting room Rules and Regulations below.

The meeting rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The meeting rooms are available to all, including religious and political groups. The content of meetings is determined solely by the groups holding the meetings.

Illegal, solely personal, or commercial uses of the rooms are not permitted. Weddings, wedding receptions, birthday parties, anniversary parties, and other similar celebrations are considered solely personal.

The library does not support or endorse the viewpoints of the groups that meet in its facilities. Publicity for meetings held in library meeting rooms may not use library logos, branding, or state or imply library co-sponsorship without written permission from the Library Director.

The library encourages the widest possible use of its meeting rooms by the community within the framework of this policy. Abuse of meeting room privileges may be grounds for denial of permission for future use.

#### **Location and Description**

Juneau Public Libraries have five meeting rooms available to the public.

##### **DOWNTOWN**

The main meeting room seats 30 people. Tables and a marker board are in the room. A counter top and sink are available for serving light refreshments. A teleconferencing convener is available by request for local call-ins.

A small 8 person conference room is also available at the downtown library. It has one large table with chairs and a marker board. Food is not permitted in this room. This room may also be used in accordance with the Valley Study Rooms policy; however, when these two policies conflict, the Meeting Rooms policy takes priority.

##### **VALLEY**

The main meeting room seats 60 people. Tables are available. A counter top and sink are available for serving light refreshments. The room has a projector with inputs on the wall (VGA, HDMI). Common adapters are available for checkout from staff. Please ask staff for assistance with the projection screen.

A small 12 person conference room is also available in the Valley. It has one large table with chairs and a marker board. The room has a projector with inputs on the table (VGA, HDMI). Common adapters are

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available for checkout from staff. Please ask staff for assistance with the projection screen. Food is not permitted in this room.

DOUGLAS

The meeting room seats 42 people. Tables and two marker boards are available. A small kitchenette unit is available for serving light refreshments.

### **Rules and Regulations**

1. Meeting rooms are available for public use during scheduled library hours.
2. Reservations may be arranged by contacting any library during open hours.
3. Reservations may be made up to 8 weeks in advance on a rolling calendar, first come, first served basis. The library seeks to give all community groups an opportunity to use the meeting rooms.
4. To ensure equitable use for the entire community, reservation requests in excess of three hours in a single day must be pre-approved by the Circulation Supervisor or Library Director.
5. All meetings must be free. No fee may be charged for attendance. No dues, contributions, or registration fees may be collected. Groups wishing to collect donations to defray the cost of programs or guest speakers must do so away from the library premises. No products, services, or memberships may be advertised, solicited, or sold. The only exceptions to this rule are for charges or sales which directly benefit the public library and are approved in advance by the Library Director.
6. All scheduled meetings must be open to the public. Any member of the public who wishes to join the group may do so as long as they do not disrupt the meeting.
7. Reservations must be made by adults (18+). Individuals making the meeting room reservation must provide the library with contact information and attend the meeting.
8. Meeting rooms are available only for purposes that will not interfere with other library services. Activity and noise levels may not disturb other users of the facility.
9. CBJ Departments, Boards, and Commissions may book further than 8 weeks in advance.
10. All groups must leave the building promptly at closing time. If a group does not comply a charge of \$30 will be levied for each 15 minutes beyond closing.
11. Cancellation of a reservation for a community group may be necessary in cases of library or meeting room closures.

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12. Groups that fail to show up or cancel a meeting more than twice in a three-month period will have their meeting room privileges suspended for eight weeks
13. Meeting room reservations are released after 15 minutes in the event of a no-show.
14. As meeting rooms are public spaces, it is the responsibility of the meeting room organizer to ensure any content shown in the library meeting rooms is covered by public performance rights, fair use, or the permission of the copyright owner. Content shown in library meeting rooms must also be in accordance with the library's code of conduct.
15. Each group using meeting rooms is expected to leave the room in the same condition in which it was found.
16. The meeting rooms in the Downtown and Valley Libraries are occasionally made available by staff for drop-in individual users when not otherwise reserved. Drop-in users may be asked to relocate if a group reservation is pending or has been made. The meeting rooms remain public spaces, open to all, when being used in a drop-in fashion.

### **Meeting Room Use Before or After Hours**

The Mendenhall Valley and Douglas Public Libraries offer large meeting room spaces that can be made available during the library's closed hours.

To ensure building security, a library staff member must be present for all before and after hours meetings. A \$50 per hour fee is charged to cover staff and building expenses. This fee must be paid at least 2 weeks prior to the meeting. The minimum fee is for 1 hour if the meeting is held immediately adjacent to when the library closes or opens and 2 hours if not. After 2 hours, partial hours round up to the nearest half-hour.

Fees may be waived, at the discretion of the location's Branch Manager or Library Director for meetings that have an on-duty CBJ staff member in attendance who is able to ensure building security for the duration of the meeting.

Fees paid are refundable for meeting cancellations up to one week prior to the meeting.

Reservations for before and after hours meetings must be made at least 3 weeks in advance.

Reservations will be approved based on the availability of staffing. To place a reservation, please call the Library's administrative offices at 907-586-0448.

### **Exemptions from Scheduling Requirements**

The groups listed below are exempt from limitations on how far ahead and for what duration meetings may be booked. Recurring meetings for a whole year (weekly, monthly) should be booked through the library administration offices.

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- Friends of the Juneau Public Libraries
- Capital City Fire & Rescue
- All Assembly standing committees and appointed committees
- Other City & Borough public boards
- Mayor appointed task forces
- Bookings related to State and City & Borough emergency response