



# **Jefferson Parish Library**

## **Library Meeting Rooms Procedures, Policies & Guidelines**

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*Resolution No. 111105 adopted by the Jefferson Parish Council on October 8, 2008, amended the Jefferson Parish Meeting Room Procedures and Policies (adopted August 19, 1998) to provide a more uniform set of procedures and policies and to update both the rooms available and their cost and to provide for related matters.*

The Library's meeting rooms are available for use by all government agencies, community organizations, and businesses in accordance with the amended Jefferson Parish Meeting Room Procedures and Policies and the following guidelines:

1. Meeting rooms are booked without regard to any group's creed, point of view, or beliefs.
2. The booking of a Jefferson Parish Library meeting room does not constitute any endorsement, sponsorship or support by the Library or Jefferson Parish.
3. The Library's logo should not be used by any group to advertise meetings or events. There can be no indication in publicity issued by groups using a meeting room that its function is sponsored by the Library or Jefferson Parish.
4. No offerings or donations can be solicited in any Jefferson Parish Library meeting room.
5. Political activities are not allowed in any Jefferson Parish Library meeting room. Political activities include: Any activities in which the purpose is to support or oppose any political party; any activities in which the purpose is to support or oppose any candidate for public office; any activities requiring an individual or group to file a campaign financial disclosure report under state or federal law; or any activities requiring an individual or group to file a lobby report under state or federal law.
6. The rental fees are: \$150 per hour for meeting rooms Jefferson and Napoleon (combined) at East Bank Regional Library; \$100 per hour at West Bank Regional Library; \$75 per hour for meeting room Jefferson or Napoleon at East Bank Regional Library; \$50 per hour at the Gretna, North Kenner, Old Metairie, Rosedale, Live Oak, and Westwego libraries; and \$40 per hour for the A/V conference room at East Bank Regional Library.
7. The rental fees will be waived for Jefferson Parish agencies, schools, and other state and federal agencies. Rental fees will also be waived for Friends of the Jefferson Public Library, Friends of Jefferson the Beautiful, Jefferson Chamber of Commerce, Jefferson Dollars for Scholars, Jefferson Parish Economic Development Commission, LSU AgCenter, and the Louisiana Master Gardener Program.
8. All other non-profit community organizations which promote programs to enhance the "quality of life" in Jefferson Parish are eligible to use the "premium" rooms at East Bank Regional Library and West Bank Regional Library at 50% off the regular rental fees, e.g. \$75 per hour for meeting rooms Jefferson and Napoleon (combined) at East Bank Regional; \$50 per hour at West Bank Regional; and \$37.50 per hour for meeting room Jefferson or Napoleon at East Bank Regional. These organizations can also use the small conference room (A/V) at East Bank Regional and the meeting rooms at the Gretna, North Kenner, Old Metairie, Rosedale, Live Oak, and Westwego libraries without charge.
9. Non-profit organizations must provide evidence of their 501(c)(3) status in order to be eligible for the free and reduced rates at any facility.

10. Reservations must be made two weeks in advance and booked no more than six (6) months in advance. **Full payment in the form of cash, check, or credit card is required within one (1) week from the date the reservation was made.** If payment is not received within 24 hours, the reservation will be cancelled. Reservations and payments are to be made between 9:00 a.m. and 4:00 p.m., Monday thru Friday. Confirmation of reservation will be sent via email. All cancellations must be made in writing at least ten (10) calendar days in advance in order to receive a refund (no refunds for cancellations within the ten (10) day period). A \$20 cancellation fee will be assessed. Library events and activities take precedence and the library reserves the right to cancel confirmed bookings if a room is needed by the library and to refund the full rental fee to the organization.
11. The Library reserves the right to cancel meeting room reservations due to unforeseen circumstances. In such event, fees will not automatically be refunded. The following will be adhered to:
  - a. If the weather on the reservation date is so severe to cause widespread cancellation to all groups using the facilities on that day, Jefferson Parish will do the following:
    - i. Allow group to book another date at the same facility or one similar at no charge or,
    - ii. Refund 80% of the rental fee.
12. An audio/visual technician is available to operate the sound board and other equipment at East Bank Regional Library. An additional charge of \$50/hour must be paid at the time meeting room reservation is made. This charge is not waived for groups that pay no or reduced rental fees. Groups will be provided instructions on how to use the microphones and overhead projector. However, only designated library employees may operate or touch the library's permanent technology equipment located in the back.
13. The Jefferson Parish Library does not supply laptops. If laptops are needed, patrons/organizations are to bring their own laptops or they can pay a \$50/hour audio/visual technician fee and resources can be provided. If assistance is required to connect a laptop to the meeting room's audio/visual equipment, the group/organization will need to contact the Library 48 hours in advance of the reservation to schedule an appointment so that special instructions can be provided prior to the meeting/presentation. (Please note that at this time we do not have HDMI video connection.)
14. All groups will be held financially responsible for not returning lavalier microphones or other equipment, damages sustained during an event (including cleaning of the carpet because of food or beverage spills), etc. Grease, food, etc. are not to be put down the drains or toilets.
15. Library meeting rooms cannot be used for showers, parties, weddings, graduation parties, or social events. Light refreshments (sandwiches, pastries, covered drinks) may be served in the meeting rooms with the exception of the upstairs A/V Meeting Room at East Bank Regional. Only covered drinks are allowed in the A/V Meeting Room. A kitchen is available, by the Jefferson & Napoleon Rooms, at East Bank Regional Library, which is available only by advance request.

**Groups using the East Bank Regional Library's premium meeting rooms that need to have any type of refreshments (food and/or drink) must contact the Library's coffee shop operator, Cup and Chaucer, LLC, at 455-5556 for catering. If Cup and Chaucer, LLC, is unable to meet a group's catering requests, groups will be allowed to use other sources for catering.**

16. Alcohol is not allowed on Library premises.

17. Meeting rooms may be used only during a library's regular business hours, Monday-Saturday. Groups must vacate the meeting room 30 minutes prior to the closing of the library. **The reservation system automatically provides 30 minutes without charge prior to the event time to enable groups to set-up chairs, attendees to arrive, etc.** Groups cannot access the "premium" meeting rooms at East Bank Regional Library prior to 8:30 a.m. (these rooms cannot be reserved or entered prior to 8:30 a.m.) or the opening time at the other libraries.
18. **All** events and meetings must be free and open to the public – no admission or registration charges; no fees to cover expenses for speakers, supplies, etc. This requirement applies to all groups, including groups that do not pay or have reduced rental fees.
19. The Friends of the Jefferson Public Library is authorized to sell books/merchandise at all Library facilities. Additionally, space at East Bank Regional Library is leased to a vendor to operate a coffee shop and caters food to the two premium meeting rooms.
20. All commercial activities are prohibited – No actual selling, contracting to sell, or soliciting information for future sales may take place upon Jefferson Parish premises. This includes the sale of materials/books and fees of any kind including refreshments or food. Any commercial activity must clearly be reported on the reservation form.
21. Set-up is provided only for East Bank Regional Library meeting rooms (Jefferson and/or Napoleon) in accordance with the specifications provided on the reservation form. Groups are responsible for making any physical changes in the set-up and for providing any additional equipment, etc. Groups are responsible for setting-up all of the other meeting rooms and putting items back when the meetings end.
22. The grand piano located in the Napoleon meeting room at the East Bank Regional Library is available to be used by musicians and bands at Library-sponsored programs. Reservation must be made in advance.
23. The capacity of each meeting room is posted (also available when a room is reserved) in each meeting room facility. Groups are responsible for not allowing additional people to enter the meeting room once the capacity has been reached and for assuring the capacity is not exceeded.
24. The Library reserves the right to cancel confirmed bookings and/or reject future reservations for any person(s) or group(s) not complying with the "Jefferson Parish Library's Meeting Rooms Policies and Procedures".
25. Since individual library branches are unable to schedule reservations, all reservations and inquiries should be directed to the Receptionist/Meeting Room Coordinator at the Library's administrative office (4747 West Napoleon Avenue, Metairie, LA 70001; phone 504-849-8817).
26. *Library sponsored programs* are handled through the Adult Program Manager. All reservations and inquiries in regard to this type of program should be directed to the Adult Program Manager at the Library's administrative office (4747 West Napoleon Avenue, Metairie, LA 70001; 504-889-8143; wsmith@jplibrary.net).

**MEETING ROOM FACILITY RESERVATION**

ROOM LOCATION: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Is this organization a 501(c)(3) non-profit? Yes \_\_\_\_ No \_\_\_\_ If yes, a copy of your 501(c)(3) determination letter from the IRS must be attached.

Type of Activity: \_\_\_\_\_ Number of People: \_\_\_\_\_

Will there be any refreshments?: \_\_\_\_\_ (Alcohol is not permitted)

**Event Dates**

Date(s)	Start	End

Date(s)	Start	End

**Full payment in the form of cash, check, or credit card is required within one (1) week from the date the reservation was made.** All events must be booked two (2) weeks in advance and may be booked up to six (6) months in advance. Meeting Rooms are available during all regular library hours except on Sundays. **All events must be free and open to the public.**

Meeting room users are responsible for cleaning away all debris from event. If refreshments are served, they must be completely cleared away and discarded in the trash receptacles provided. Meeting room users are responsible for any damages made during their meetings.

**Commercial activities are prohibited. No actual selling, contracting to sell, or soliciting information for future sales may take place upon Jefferson Parish premises. This includes the sale of materials/books and fees of any kind including refreshments or food. Any commercial activity must be clearly reported on the reservation form.**

**RELEASE OF LIABILITY AND INDEMNIFICATION**

I, as an authorized representative of the group requesting the use of Jefferson Parish Library facilities, agree that said group shall hold harmless Jefferson Parish, its employees and agents, from any and all liability which may be alleged or which results from any injury to persons or property caused by, or to, any person or organization (including its members) or guest connected with any meeting or function at any of the meeting room facilities. In addition, said group shall indemnify Jefferson Parish, its employees and agents, from and against any and all liability and related legal costs, which may be alleged which results from any injury to persons or property caused by, or to, any person or organization (including its members) or guest connected with or attending any meeting or function at any of the meeting room facilities.

Jefferson Parish assumes no responsibility whatsoever for any property placed in meeting room facilities in connection with this meeting(s) or function(s). Further, Jefferson Parish is expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained in connection with, or as a result of this meeting or function.

All cancellations must be made in writing at least ten calendar days in advance in order to receive a refund. A \$20 cancellation fee will be assessed. The library reserves the right to cancel confirmed bookings if a room is needed by the library and will refund full rental fees. No event is confirmed until you, as the authorized representative of the reserving group, have been contacted by the Jefferson Parish Library Office with a confirmation. I have read and understand the rules presented to me and agree to comply.

**By signing this document you are agreeing to the Jefferson Parish Library's Meeting Rooms Policies and Procedures #1-26.**

\_\_\_\_\_  
Signature of authorized representative of reserving group

\_\_\_\_\_  
Date

# MEETING ROOM QUESTIONNAIRE

Please provide the following information with your meeting room reservation.

Date of Meeting: \_\_\_\_\_ Actual Start Time of Meeting: \_\_\_\_\_

Organization: \_\_\_\_\_

**\*\*\*It is the meeting room applicant's responsibly not to exceed the meeting room capacity\*\*\***

1. Organization classification

- a. Parish Department
- b. Support group
- c. Government
- d. Community Group
- e. Educational
- f. Civic Association
- g. Other \_\_\_\_\_

2. Activities

- a. Business
- b. Seminar
- c. Training
- d. Music
- e. Other (specify) \_\_\_\_\_

Please describe activities:

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3. Are you having food? Yes \_\_\_ No \_\_\_

4. Will you need access to the kitchen? (For EBR only. Must be requested in advance) Yes \_\_\_ No \_\_\_

5. Are you having media coverage? Yes \_\_\_ No \_\_\_

If yes, who? \_\_\_\_\_

6. Will you need any of the following items? Yes \_\_\_ No \_\_\_

DVD Player \_\_\_ LCD Projector \_\_\_



Lavalier (clip on) mic \_\_\_



Hand Held Wireless mic \_\_\_



Gooseneck Wireless mic \_\_\_

7. Will you need technical assistance? (Provided only at EBR-\$50 fee required) Yes \_\_\_ No \_\_\_  
(If you check no, there is no guarantee assistance will be available upon request.)

**Groups using any of the East Bank Regional's Library meeting rooms who want to have any type of refreshments (food and/or drink) will need to contact the East Bank Regional Library's coffee shop operator, Cup and Chaucer at 455-5556 for catering. If Cup and Chaucer is unable to meet your catering requests, groups will then be allowed to use other sources for catering.**