

Jones Memorial Library
Policy on use of Library Facilities (i.e., rentals)

The Jones Memorial Library Reading Room (capacity 75) and Conference Room (capacity 4) are available to nonprofit organizations with 501(c)(3) status or whose missions align with the library's focus on history, genealogy, and archival preservation. Facilities are typically available for rental only during non-public service hours. Limited AV equipment and support may be available. Third party rentals of equipment may be permitted with prior approval.

Interested groups should inquire with the Executive Director. The library reserves the right to refuse rental requests.

Restrictions

Renters are not permitted access to the Memory & Digitization Lab, staff offices and staff kitchen, and the collections stacks.

Groups must provide their own insurance coverage for events.

The following types of usage are not permitted:

- For-profit or commercial organizations
- Political organizations or partisan political activities
- Religious organizations engaged in worship or proselytizing
- Activities incompatible with the Library's mission and goals

Approval & Hours

All rentals require advance approval by the Executive Director. The Reading Room and Conference Room are available for rental during non-public operating hours.

Rental Fee

\$100 per hour or part thereof, due one week prior to the event.

General Terms

- Users must comply with all library policies.
- Private catering arrangements are allowed with prior approval. Use of food and beverages is limited to the Reading Room and Conference Room spaces.
- Renter must leave space in same condition as received and remove trash.
- Renter assumes liability for any damage during the rental period.
- The library reserves the right to cancel reservations.
- Library programs take priority over rentals.
- Use of the space does not constitute library endorsement.

For rental inquiries, contact the Executive Director (director@jmlibrary.org; 434-846-0501)