

Mayor James D. Stewart Jr. Conference Room Policy

The primary purpose of the Mayor James D. Stewart Jr. Conference Room (Stewart Room) is to serve the needs of Library-sponsored programs and services, and such functions will always have scheduling priority. After the Library, priority for use of the room will be given to the Friends of the Library, the City of Irondale and Irondale community groups and organizations whose goals are civic, educational and cultural. The Stewart Room may not be used for social gatherings, parties, banquets, wedding receptions, baby showers, etc.

Use of the room by commercial groups can only be for meetings or training and may not be used to sell or promote their business or products. Commercial groups must pay a room reservation fee (detailed on the application).

Each application will be reviewed, and the Library Board and Library Director reserve the right to refuse a reservation to any individual or group who fails to meet these guidelines.

The Library Board and Library Director reserve the right to withdraw a previously approved Stewart Room reservation at any time with or without prior notice. If the Board/Director withdraws a previously approved Stewart Room reservation, any fees already paid will be returned.

Meetings may be held in the Mayor James D. Stewart Jr. Conference Room between the following hours on days the Library is open to the public.

- **Reservations are available for up to 8 hours in one day Monday through Thursday:**
 - **Mondays & Thursday - 9:30am-6:30pm**
 - **Tuesdays & Wednesdays - 9:30am-5:30pm**
- **Reservations are available for up to 7 hours on Fridays and 5 hours on Saturdays:**
 - **Fridays -9:30am-4:30pm**
 - **Saturdays - 10:30-3:30pm**

Rules and Regulations for Stewart Room Usage

- **Stewart Room Reservations**
 - All requests for use of the Stewart Room must be made through the Library by completing the online registration form found on the Library's website. If you need assistance filling out the application, a Library staff member can assist you.
 - Reservations are booked on a first-come, first-served basis according to the date the Library receives the application. There are no same-day reservations.

- Applicants must have a Jefferson County library card in good standing*. The applicant must serve as the group contact and attend all meetings for which they make reservations. **Good Standing means the library card is up to date and has no more than five dollars (\$5.00) in fines.*
- An applicant must be at least 21 years old to reserve the room.
- Groups meeting with anyone under 21 years old must have an adult sponsor (21 years or older) in attendance at the meeting.
- Groups with attendees 12 years and under are required to have one sponsor per 5 individuals under 12 years of age. Groups with attendees 13-20 years must have an adult sponsor.
- Permission must be given by the Library Director to reserve the room more than once a week or once a week for more than one month.
- Online applications for groups reserving the room must be completely filled out and approved by library staff for the reservation to be added to the Stewart Room calendar.
- The applicant accepts financial responsibility for any damage beyond normal usage of the room. The public liability insurance coverage of the Library does not cover the negligence of the users, nor will it protect the users if a suit is brought against them.
- Refunds and Cancellations
 - Cancellation notices must be provided to the Library at least 48 hours before the scheduled meeting time. If you cancel your meeting within this time, a full refund will be given (excluding the deposit fee). Refunds will be held at the library services desk for 30 days after the cancellation. Cancellations occurring less than 48 hours before the scheduled meeting time will not receive a refund. Cancellations for all meetings can be made to the Library in person, in writing, by phone (205-951-1415) or via email (librarian@irondalelibrary.org). All groups with a recurring reservation who fail to meet the 48-hour cancellation notice requirement for two consecutive meeting dates will have their other meeting times automatically cancelled.
 - If the library is closed due to unforeseen circumstances when the event is scheduled, then Library staff will contact you to reschedule your meeting or refund your full rental fee.
- Care and Use of the Mayor James D. Stewart Jr. Conference Room
 - The following items are prohibited in the Stewart Room: tobacco and vape products, alcoholic beverages, open flames, and hot plates.
 - Only light refreshments are allowed in the Stewart Room. No catering or meals. Drinks are permitted if they have a lid.

- The table in the Stewart room is a live edge table. The surface of the table is not completely smooth. There are dips, grooves, and holes that are natural to the wood and give the table its character. Because of these unique features, coasters, napkins or paper towels should be used when placing drinks on the table. When using the table to write, clipboards are provided in the room and we encourage their use. Using a notebook, notepad, or other buffer between the paper and the table is encouraged for the care of the table and to make it easier for the writer to not have holes or rips in their work.
- Signs, decorations, and other objects should not be taped or attached to walls, door, table or equipment in any manner. Use of paints, dyes, markers or other materials that might cause permanent damage to the room or furnishings is prohibited.
- The Stewart Room can hold up to 10 people.
people. There is 1 table and 10 chairs available for use.
 - Seating may NOT exceed room capacity.
- No equipment or furniture should be removed from the Stewart Room.
- The rooms should be left in a clean and orderly condition.
- General Rules and Regulations
 - Programs may not be disruptive to the Library or its mission. Providing access to the Stewart Room is only one of the services provided by the Library.
 - The Library reserves the right to ask a group to leave the premises if the behavior of the group is deemed disruptive or inappropriate according to Library policies.
 - Library staff will not accept calls or relay messages to people attending meetings except in case of an emergency.
 - The Library does not endorse the views of groups using the room. The Library does not sponsor/support the various groups using the room, and publicity announcing meetings should in no way imply Library sponsorship. The Library name, address and phone number is not to be used in advertising except as the location of the event. Do not use the Library as a mailing address or phone number for information. A copy of advertisements for a meeting must be submitted to the Library Director for approval before publishing.
 - Only service animals as defined by the Americans with Disabilities Act may be brought in the building.

- Library audio visual equipment may be reserved for use in the room and only after someone in the group is trained to use the equipment by a Library staff member. Training appointments are offered Monday to Friday by calling the Library. No equipment or furniture may be removed from the Stewart Room or the Library. Equipment not owned by the Library must be approved by the Library Director before being brought into the room.
- Children must be supervised at all times. The Library is not responsible for children left unattended in the Library while their parent or guardian is in the Stewart Room (See Child Safety Policy).
- Groups using the room may not charge admission or request donations for attendance or participation.
- Groups using the room may not discriminate on the basis of race, color, national origin, sex, religion, age or disabled status in the provision of services.
- Groups who misrepresent the nature of their meeting may no longer be able to book any Library spaces.
- The Library is not responsible for lost or stolen items in or left in the Stewart Room.

Use of the Stewart Room is subject to the rules and regulations established by the Irondale Public Library Board of Trustees. The Board has developed these policies to serve the best interests of all the community. The Board reserves the right to alter these regulations without prior notice.

Failure to follow the above policies, or other applicable Library policies, may result in a temporary or permanent suspension of access to Library meeting spaces.

(Approved, adopted & revised by Irondale Public Library Board on 29th day of January, 2026/
September 23, 2026)