

Make your reservation today

The meeting rooms at each branch differ in size. Please contact the location you wish to reserve for more information.

Ready to make a reservation? Here's how!

- Complete a Meeting Room Scheduling Form online, in person, or call to reserve a space at the Library where you wish to meet.
- A current meeting room contract is needed to reserve a room.



Please be mindful

Violation of the meeting room procedures may result in hinderance of booking any meeting rooms in the future.

St. John the Baptist Parish Library always aims to provide a safe, workable environment for all patrons, and strives to make everyone feel welcome.

We respectfully ask for compliance of all guidelines to ensure continuous adequate operation of the meeting rooms and libraries.

Contact Us

Reservations can be made by telephone, online, or in person.

LaPlace Branch

2920 New Highway 51
LaPlace, LA, 70068
(985) 652-6857

Reserve Branch

1482 Highway 44
Reserve, LA, 70084
(985) 536-4107

Garyville Branch

111 Historic Front St.
Garyville, LA, 70051
(985) 535-6868

Edgard Branch

2979 Highway 18
Edgard, LA, 70049
(985) 479-3453



Want to find out more?

Visit us at
www.stjohnlib.com

St. John the Baptist Parish Library is a vital community connector: championing economic vitality, promoting cultural awareness and encouraging a lifelong love of reading, learning, and literacy. The Library seeks to provide quality resources representing diverse points of view; present creative, thoughtful and relevant programming; and strengthen community through networking and collaboration. We aspire to empower every voice in our communities.





Meeting Room Procedures

www.stjohnlib.com

Meeting Room Guidelines

1. Meeting rooms may be used for educational, cultural, recreational or civic programs benefitting the citizens of St. John the Baptist Parish.
2. Meeting rooms may not be used for commercial or money-making activities, social affairs, private parties, or political meetings.
3. You must be 18 years of age or older to reserve a room.
4. The contract for youth groups using the meeting room must be signed by an adult advisor/supervisor. Unsupervised meetings for underaged groups are prohibited.
5. Phone or walk-in reservations are accepted on a first-come, first-served basis. Prompt notification of cancellation is required.
6. Groups may not charge admission or conduct commercial business.
7. Groups may reserve for an individual meeting on a bi-monthly basis or for a series of consecutive meetings not to exceed three calendar months.
8. Groups are responsible for clean-up. Refreshments are only allowed in the meeting room area, and groups must provide their own supply of utensils and paper products.
9. Groups are liable for any damages that may occur during their reserved time. Tape, nails, or any temporary fixtures are prohibited. The individual signing the contract will be held liable for any damage. Spills and other damages will be repaired by the Library, and the bill will be sent to the organization. An inspection of the meeting room by Library staff is mandatory at the end of the program.

10. The Library staff is not responsible for arranging the meeting room. Each group is responsible for setting the room up into the desired configuration. The organization is also responsible for returning the room to its original configuration.

11. All meetings are to conclude or disperse at least thirty minutes before the Library's closing time.

12. All meetings shall be made open to the public.

13. Alcoholic beverages, tobacco products, and any illegal substances are prohibited.

14. Library audiovisual equipment may be reserved for use at meetings based upon availability.

15. The Library prohibits caregivers attending a meeting from allowing young children unsupervised in the Library. The Library cannot guarantee their safety and security, and the Library staff members are not available as caregivers.

16. A meeting should be scheduled and confirmed at least seven days in advance. No meeting shall be scheduled outside the normal business hours of the branch.

17. The St. John the Baptist Parish Library System is not responsible for the opinions, acts, accidents, or loss of any type of persons in assembly.

18. Library staff have the right to terminate any meetings which are against Library policy or disruptive of Library business.

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Meeting Room Availability

LAPLACE BRANCH

- Study room (capacity 6)
- Conference room (capacity 10)
- Multi-purpose room (capacity 16)
- **Monday -Thursday:** 9 a.m. - 7:30 p.m.
- **Friday & Saturday** 9 a.m. - 4:30 p.m.

RESERVE BRANCH

- Multi-purpose (Capacity 75)
- Gaming/Meeting Room (Capacity 16)
- 2 Flexible Meeting spaces (Capacity 8)
- Podcast Room (Capacity 5)
- Telehealth Studio (Capacity 2)
- 2 Tutoring Rooms (Capacity 3)
- **Monday, Wednesday, Friday, and Saturday:** 9 a.m. - 4:30 p.m.
- **Tuesday & Thursday:** 9 a.m. - 7:30 p.m.

- ## GARYVILLE BRANCH
- **Monday & Wednesday:** 9 a.m. - 7:30 p.m.
 - **Tuesday, Thursday, & Friday:** 9 a.m. - 4:30 p.m.
 - **Saturday:** 10 a.m. - 1:30 p.m.

- ## EDGARD BRANCH
- **Monday & Wednesday:** 9 a.m. - 7:30 p.m.
 - **Tuesday, Thursday, & Friday:** 9 a.m. - 4:30 p.m.
 - **Saturday:** 10 a.m. - 1:30 p.m.