

Meeting Room

Application for use of a meeting room in any Pittsylvania County Public Library branch is made at the circulation desk. An application form stating that the meeting room policies have been read and understood must be signed by a representative of the group prior to the use of the room. Users of the room who are under eighteen years of age must also have the signature of their parent or guardian. The Director or the Branch Librarian will review and initial all library meeting room requests and/or exhibitors' agreements before the date(s) of the meeting or exhibition is confirmed.

The library's meeting rooms are made available to non-profit public gatherings of a civic, cultural, or educational nature on an equitable basis regardless of the beliefs or affiliations of individuals or groups making the request. Meetings must be free and open to the public, except for lawful executive sessions of governmental bodies. Room availability is contingent on there being no conflict with library programs or meetings, which have first priority at all times, and is available only during normal hours of library operation. Exceptions for meetings outside of, or extending beyond, normal library hours may be granted at the discretion of the Director on a case-by-case basis. The library reserves the right to determine the use of the room and to cancel or reschedule all arrangements at its discretion without liability. The library may impose reasonable conditions for the use of its meeting rooms to ensure that public or private property is not damaged through use of its facilities and to ensure that the comfort, convenience, safety, and welfare of the public is not disturbed.

Non-profit organizations that are headquartered or based outside Pittsylvania County will incur a fee of \$25.00 per hour for the use of any meeting room in the library system. The fee must be paid in advance before the room is unlocked for use. Time required for an organization to set up and clean up must be included within the scheduled time and calculated within the hourly fees.

The size of the meeting rooms is limited. Large groups will not be permitted to use the rooms. Users will also not be permitted to use hallways or other library space outside the meeting room. Meetings or programs may not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations.

The fact that a group is permitted to meet in the meeting room does not in any way constitute an endorsement of the group's aims or policies by the library. Advertisements for meetings held in the library meeting room may not be displayed in such a manner as to suggest library sponsorship. Library personnel must have free access to the meeting room at all times. The library retains the right to monitor meetings conducted on its premises to ensure compliance with the meeting room policy.

Meeting rooms may not be booked more than ninety days, or less than twenty-four hours, in advance and may be used no more than once a week on a continuing basis. Permission may be granted to organizations for weekly meetings over a period not to exceed six weeks. Exceptions can be made to frequency of meetings and length of reservation period for academic or educational classes upon written request to the Director. A registration form must be renewed before a group may use the meeting room for another six-week period. The library reserves the right to limit a group's regular use of the meeting room in order to accommodate the needs of other groups and in order to encourage use of the rooms by many groups. Groups should notify the library in a timely manner if a meeting is cancelled so that others may schedule use of the meeting room. If a group repeatedly does not show for a scheduled meeting, the group may lose its privilege of using a meeting room. The Pittsylvania County Public Library reserves the right to prohibit a group's further use of meeting rooms for disorderly conduct or for failure to abide by

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the library's policies, procedures, or guidelines. The person signing for use of the meeting room is responsible for assuring that the use of the room complies with library policies.

The library reserves the right to close due to weather conditions. Groups will not necessarily be notified by the library. The group that has scheduled the use of the room should call the library to make sure it is open.

A group wishing to use the meeting room for any type of exhibition must sign an exhibitor's agreement releasing the library from responsibility for any or all damage to or loss of the exhibit. Exhibitors must be willing for the library to continue to use the meeting room for regularly scheduled programs during the period of the exhibition.

The meeting room will not be available to any individual or organization selling goods or services of any kind as a result of the meeting. As an exception to this rule, the Board of Trustees and/or the Friends of the Library may sponsor events and/or book signings at which the author's work is sold. The meeting room will not be available for fund-raising programs other than those sponsored by the library Board of Trustees and/or the Friends of the Pittsylvania County Public Library.

No admission fee will be charged to individuals for attending functions in a library meeting room. However, charges to cover the cost of materials provided or used by the group may be levied if accompanied by a written statement of what they are. No fees may be charged that will benefit an individual or business.

Meeting room users may arrange furniture as they wish. However, all furniture must be returned to its original position before the room is vacated. Groups must have approval in order to serve refreshments. Smoking is prohibited in all library facilities. No ~~weapons~~, illegal substances or alcoholic beverages may be brought into a library building. Burning of any materials, including incense and candles, is prohibited. The library's audiovisual equipment may not be used by outside groups unless approved by the Director or branch librarian. Library facilities must be left in a clean and orderly condition. Users must pay the cost for cleaning if the room is left other than the way it was found. Users are responsible for the repair cost of any damages to library facilities or furnishings. The library will not be responsible for materials or equipment left in the building by users. The meeting room must be cleared, any furniture rearranged, and trash disposed of fifteen minutes prior to closing. Groups not complying with these rules will lose the privilege of use of the room.

Approved by the Board of Trustees on December 8, 2008; revision approved November, 2012; changes approved, June, 2015