

## **MEETING ROOM POLICY**

Each branch of the Pittsylvania County Public Library has a meeting room that can be reserved by the public, subject to the rules and restrictions outlined below. However, library programs and uses always have priority and will not be rescheduled for the convenience of outside users.

The fact that a group is permitted to use a library meeting room does not in any way constitute an endorsement of that group's aims or policies by the library. Advertisements for meetings held in the library meeting room may not suggest library sponsorship or endorsement.

### **The maximum capacity of each meeting room (approximate):**

- Brosville/Cascade Library: 20 people
- Chatham Library: 20 people
- Gretna Library: 20 people
- Mt. Hermon Library: 40 people
- History Research Center & Library: 50 people

Please note, however, that parking at some library branches may be more limited than the capacity of the meeting room.

### **Who may reserve a library meeting room?**

Individuals and groups holding meetings, events, or gatherings that are:

- Civic
- Nonprofit,
- Cultural, or
- Educational in purpose,

**AND** that are:

- Free and
- Open to the public

**OR** that are:

- Lawful executive sessions of governmental bodies.

### **Meeting rooms may NOT be reserved for:**

- Private parties or gatherings of any description;
- Sales events by individuals or businesses;
- Business promotions, sales, staff meetings, or training;
- Solicitation of the public for any reason or cause;
- Religious services or meetings of a religious nature;
- Meetings that are partisan in nature;
- Meetings that may reasonably be anticipated to be disorderly, dangerous to persons or property, or otherwise disruptive to normal library functions;
- Fund-raising programs, other than those sponsored by the library Board of Trustees and/or the Friends of the Pittsylvania County Public Library, including book signings at which the author's work is sold.

### **How do I schedule a meeting room?**

Meeting room applications may be obtained on the library website or at any branch library. Applications must be completed and presented to the Branch Manager for approval and scheduling if the room is available. Submitting an application does not guarantee approval.

Meeting rooms may not be reserved more than 90 days in advance, or less than 24 hours in advance.

Meeting rooms may not be reserved more than once a week or 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 the frequency of meetings and length of reservation period for academic or educational classes upon a written request to the Director.

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 the use of the rooms by many groups. If a group repeatedly does not show up for a scheduled meeting, the group may lose its privilege of using a meeting room.

### **When are the meeting rooms available?**

Meeting rooms may not be reserved for use outside of normal library hours. Staff will not open early, close late, or open on a day the library is closed in order to accommodate non-library sponsored events without the authorization of the Director. Such exceptions will be rare and made on a case-by-case basis.

### **What does it cost to reserve a meeting room?**

There is no charge to use a meeting room.

### **What furniture, equipment, facilities, or services are available?**

The library provides a limited number of tables and chairs for meetings; please consult with the staff of the individual library. All meeting rooms have a digital display screen; please consult with the staff *in advance* to ensure that your needs can be accommodated. Staff have limited time, equipment, and technology training to assist you in addressing technology needs.

### **Are there any restrictions on the use of meeting rooms?**

- 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.
- No admission fee may be charged to individuals for attending functions in a library meeting room.
- Charges to cover the cost of materials provided or used by the group may be levied if accompanied by a written statement of those charges and materials costs.
- No fees may be charged that benefit an individual or business.
- Smoking is prohibited at all times in the library.
- No illegal substances or alcoholic beverages may be brought into a library building.
- Burning of any materials, including incense and candles, is prohibited.

- Meeting rooms may not be used for groups larger than the capacity of the room.
- Library entrance areas, hallways, and other library spaces may not be used.
- Meetings and programs that disrupt the use of the library by the public may be terminated at any time.
- 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 the library's policies, procedures, or guidelines.
- The library reserves the right to close due to weather conditions or other special circumstances. Groups will not necessarily be notified by the library. In uncertain weather conditions, the group should contact the library to make sure that it is open.

**Can I use the meeting room to sell products or services?**

No. The library may not be used by any individual or organization selling goods or services of any kind. The only exception to this rule is for the fundraising activities of the Library Board of Trustees, PPL Foundation, and Friends of the Pittsylvania County Library.

**Can I host an exhibit in the meeting room?**

Yes. A group wishing to use the meeting room for any time of exhibition must sign an exhibitor's agreement releasing the library from responsibility for any and all damages or the loss of the exhibit. Exhibitors must allow the library to continue to use the meeting room for regularly scheduled programs during the period of the exhibition.

**Am I responsible for set up, clean-up and damages?**

Yes. Meeting room users may arrange furniture as they wish, but must return it to its original position before the room is vacated. Groups must obtain permission in advance to serve refreshments. The library does not have kitchen equipment and may have no or only limited sink access and refrigeration available in the meeting room. Library facilities must be left in clean and orderly condition or the user will be charged for cleaning. Users are responsible for all damages and repairs to library furnishings or facilities. The person signing the meeting room reservation application is responsible for assuring that the use of the room complies with library policies.