

Section 7:1
Facilities

7:1 Policy on Public Use of Library Space

INTRODUCTION

- The W. N. “John” Rice Community Room, Computer Learning Lab, and the Board Room have been designated as public meeting rooms by the Alleghany Highlands Regional Library Board of Trustees.

SCOPE OF USE

- The Alleghany Highlands Regional Library public meeting rooms are available for use, without charge, to governmental, educational, cultural, and community organizations of a public nature, as long as all meetings are open to the public without charge.
- The Library Director may authorize the use of public meeting rooms, charging an associated user fee, for an activity that is "for profit" or fee generating.
- Individuals, groups or organizations that operate on a “for profit” basis, charge a fee for services provided in a public meeting room, or charge admission to an event in a public meeting room will be charged a user fee of \$25 per hour for use of the Community Room or the Computer Learning Lab with a minimum charge of \$25, and \$10 per hour for use of the Board Room, with a minimum fee of \$10. All reservation fees must be paid prior to room use. All fees collected will be used to help maintain the Library or support Library programs and activities.
- Public meeting rooms may be reserved for use by student “study groups”. Participants in a student “study group” using a public meeting room must be an active student at or above the high school level unless they are under the direct supervision of a teacher.
- With the exception of Friends of the Library activities and Library sponsored activities, no organization may use Library public meeting rooms for fund raising activities or direct sales.
- Public meeting rooms may not be used for purely private or social functions or gatherings.
- Attendance at meetings in the public meeting rooms shall be limited to occupancy numbers established by applicable Fire Code.

RESERVING SPACE

- Authorized representatives for room reservations must be over 18 and present during the entire event, unless room is being used for educational purposes by a “study group”.
- The use of public meeting rooms is restricted to regular library hours, however, special circumstances may be considered and approved by the Library Director. Any use of public meeting rooms must be conducted so as not to interfere with the regular operations of the Library.
- Reservation requests for public meeting rooms must be submitted on the Library’s Room Reservation Form prior to the event. Any reservation requests made by telephone or email are tentative until the individual or group has completed the Library’s Room Reservation form. Reservations may be made up to one year in advance. (A Room Reservation Form is included as an addendum to this policy manual.)
- The Library Director shall have final authority to approve or deny any request for public meeting room use. In the absence of the Library Director, reservations may be approved by supporting staff.
- Permission to use the public meeting rooms will be granted on a first come, first served basis, except that official Library functions shall take precedence over use by outside groups or organizations.

CONDITIONS OF USE

- The name and address of the Library may not be used as the address or headquarters of any individual, group, or organization, nor shall publicity for any meeting or event suggest or imply that such meeting or event is in any way sponsored or endorsed by the Library. Any promotional publicity for activities in public meeting rooms must clearly identify the sponsor of the meeting or event.
- In case of inclement weather resulting in the closing of the Library during, or prior to the start of the use of a public meeting room, permission for the use of such space shall be considered to be automatically cancelled unless there is express authorization to the contrary from the Library Director.
- The Library reserves the right to cancel permission for the use of public meeting rooms at any time should the public meeting rooms be deemed unavailable for any reason including, but not limited to, an emergency, an Act of God, or any order issued by a Public Authority.

- Any use of the term "public meeting room" in this document is for identification and convenience only and shall not be construed to diminish in any manner the right of the Library's Board of Trustees to supervise, govern, and control all parts of the Alleghany Highlands Regional Library.
- Any individual, group, or organization that fails to adhere to any part of this policy may, at the discretion of the Library Director, be subject to cancellation of any scheduled public meeting room use and suspension of future public meeting room use privileges, either for a stated period of time or permanently.
- The Library assumes no responsibility for any personal items or equipment used or left in the public meeting rooms before, during or after the meeting, whether left by the authorized user or by anyone who attends the meeting. No personal items or equipment may be stored in the public meeting rooms.
- As a condition of use, any user of public meeting rooms in the Library shall agree to hold the Library harmless from any liability for any act or omission relating to use of the public meeting rooms or any condition existing on the premises at the time of such use.

GENERAL RULES FOR THE USE OF PUBLIC MEETING ROOMS

- No use of tobacco products shall be permitted in the Library, nor shall there be any use or possession of alcohol, illegal drugs, or open flames.
- No hazardous activity may be conducted on Library property at any time.
- No animals shall be permitted in the Library except for guide dogs, hearing dogs, and service dogs, as described in Section 51.5-44 of the Code of Virginia.
- Light snacks and drinks may be served and consumed in the Community Room. No food or drink shall be permitted in any other portion of the Library other than the Community Room. Food and drinks are not permitted on or around the multimedia lectern or multimedia presentation equipment at any time.
- During any public meeting use where children may be present, the children must be supervised at all times and must remain in the public meeting room designated for use.
- Individuals, groups, or organizations are responsible for all set up and take down of any equipment or furniture used in the public meeting rooms.
- Equipment in the Community Room and the Computer Learning Lab, including kitchen equipment and multimedia presentation equipment, may be used in the room in which it is located, provided that it is properly cleaned and put away at the end of use. No library staff member shall be used for the operation of any equipment used in the public

meeting rooms, nor shall library staff have any responsibility for providing information or registration services for any event or function.

- Any individual, group, or organization making use of public meeting rooms in the Library shall be responsible for maintaining order at all times, and shall be responsible for restoring any space used, including bathrooms, to its original state immediately following the end of its use.
- Upon the completion of the use of public meeting rooms, or on the next day that the Library is open, a staff member will complete a "Public Use Room Checklist" with respect to the condition of the public meeting room that was used. (The checklist is included in the Room Reservation Form which is included as an addendum to this policy manual.)
- In the event of any damage to the Library or its contents, the individual, group or organization using the public meeting room will be responsible for reimbursement to the Library to cover damages and repair.
- In the event that there are cleaning expenses incurred by the Library resulting from use of public meeting rooms, the individual, group, or organization using the public meeting room will be responsible for reimbursement to the Library to cover the cleaning expenses.

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