

## POLICY GOVERNING USE OF LIBRARY MEETING ROOMS

Poquoson Public Library provides the community with meeting and gathering space to facilitate the sharing of ideas. The meeting rooms are available to government agencies, educational and school groups, non-profit organizations, civic and community service groups, study and tutor groups, and political candidate forums. The meeting rooms may not be used for social gatherings, functions in which a fee is charged, commercial purposes, or when, in the judgment of the librarian, any disorder may occur.

The following guidelines govern the use of library meeting rooms:

- Room availability is during normal library hours: Monday – Thursday, 10:00 am to 9:00 pm; Friday – Saturday, 10:00 am to 5:00 pm; Sunday, 1:00 pm to 5:00 pm.
- Room reservations will be held for 15 minutes after the scheduled start time. After 15 minutes, the reservation will be considered a no show and the room will be open for other reservations.
- Room usage is available on a first-come, first-served basis, without regard to the beliefs or affiliations of participants. Priority will be given to library and city-sponsored events. In rare instances, scheduled meetings may be canceled to accommodate library or city needs. Groups that meet once a month may reserve the room up to six months in advance. A maximum of two reservations per week, each up to four hours long, may be made up to 60 days in advance. For same-week bookings, one reservation per day, lasting up to 4 hours, may be made. If additional time or multiple reservations per day are needed, please consult with library staff. All reservations are subject to approval by library staff and require at least 24 hours' notice for a guaranteed response. For same-day reservations, please contact the library directly to confirm availability.
- Smoking is prohibited in all rooms. Refreshments, but no alcoholic beverages, may be served in all rooms. Users assume responsibility for any damage to the room or its contents and must return the room to its original condition. Please ensure all food residue and waste are cleaned and removed after use. The library is not liable for any lost or stolen items left in the rooms. Groups with primarily minors must have an adult (18 years or older) make the reservation and be present during scheduled meeting.
- If a meeting is cancelled, the library must be notified so the room may be open for other reservations. Conversely, the applicant will be notified as soon as possible of a meeting room cancellation if the library is closed due to weather or unforeseen circumstances.
- There is no fee for the use of the rooms nor may the user charge a fee or donation for attendance at meetings. Exceptions to this policy are fees for conference programs or educational courses sponsored by the library, educational institutions, or by governmental agencies.
- Organizations requiring equipment owned by the library must make arrangements for its use when the room reservation is made.
- The fact that a group is permitted to use the meeting room does not in any way constitute an endorsement of the group's policies or beliefs. Neither the name nor the address of the Poquoson Public Library may be used as the official address of an organization. Any violation of these policies may result in suspension of the privilege of using the meeting rooms.