Guidelines Governing the Use  
of Prince William Public Library System  
Community Rooms

Please read, scroll down, and click I Accept to continue.

Community rooms are provided at the four full service libraries as a component of library service and are utilized by the Library System for library programming and internal business.

When not in use for library business, these rooms are available to Prince William, Manassas City and Manassas Park non-profit organizations for meetings of a civic or cultural nature, and to government agencies including federal, state, and local. A non-profit organization is a group that is not conducted or maintained for the purpose of making a profit. Group representatives may be asked to provide documentation of their 501-C status.

No sole proprietorship, partnership, corporation or association licensed to do business as a for-profit organization may use library meeting room space. Activities designed to lead, directly or indirectly, to the purchase of goods and services are not allowed. Mandatory sign-in is not permitted.

All programs/meetings must be open to the public. The room may not be reserved for private meetings.

Applicants must book the community room using the Room Reservation system provided on the Library’s Web site: www.pwcgov.org/library.

Reservations may be made for the current month plus the next two consecutive months. Users will be allowed to schedule the use of any library room only once per month per branch, depending on availability. The library should be notified in advance of meeting cancellations.

Requests for meeting room use must be made by a person at least 18 years of age.

The application will be reviewed by the Branch Manager, or designee, for approval. In accordance with the Unattended Children at the Library Policy, children under twelve who accompany adults to any library activity must be kept with and supervised by that adult.

The public is unable to reserve the meeting room for events of a social or personal nature (e.g. birthdays, funerals, wedding receptions, reunions, private or group study, employment interviews, etc.).

Groups may not conduct fund-raising activities, may not collect dues, may not charge admission, and may not collect other charges in the community room. The only exceptions are: Book sales held by the Friends of the Library, charging for events held in library facilities when all the proceeds are given to the Library or Library Foundation, and programs offered by the Virginia Library Association and the Library of Virginia.

Groups should not advertise use of the community room until final confirmation occurs.
The publicity for a meeting must not state or imply that the program is jointly sponsored by the Library.

Users of the meeting room will be responsible for setting up the room according to their own needs. Use of all library rooms must conclude on time and the room must be restored to the original state.

Smoking, candles, or use of an open flame are not allowed.

Stand-alone computers and projection equipment belonging to users can be used in the meeting rooms. The library does not provide this equipment or related items, such as AV carts, cables, etc.

Wireless access to the Internet is provided at all four full service libraries but computer equipment, including use of the library’s teleprojector or internet network, is not available to public community room users. The library is not responsible for interruptions in the wireless connection.

A small kitchen is available for the serving of light refreshments, excluding alcohol, in the community room only. Groups are responsible for cleaning the kitchen and for supplying their own dishes, cutlery, etc. and are required to dispose of leftovers and waste.

The person requesting the room reservation and/or the organization represented shall be held financially responsible for any damage to the facility, furniture, and equipment during the period of use.

The library assumes no responsibility for loss, damage, or liability/injury that may arise through use of the facility. Equipment, supplies, or personal effects may not be stored or left in the building before or after use of the room.

Attendance at events in meeting rooms will be limited to the posted capacity of the individual room as listed on the room reservation site.

Use of library meeting rooms by any group shall not interfere with the normal operation of the library. Any activities which are so judged by the library staff is cause for the library staff to expel the group and deny it all future use of the rooms.

Failure to observe these guidelines or misrepresentation in a room reservation request will lead to cancellation of the group’s reservations.

These guidelines supplement, but do not supersede, the Meeting Room Policy established by the Prince William Public Library Board of Trustees.

I agree to these terms and want to request a Meeting Room.

Click this button to continue.

Meeting room reservation no longer needed?
Cancel it online or contact the Library branch BR, CE, CP, PO.