

**PRINCE WILLIAM PUBLIC LIBRARY SYSTEM
POLICY AND PROCEDURES**

USE OF COMMUNITY AND STUDY ROOMS

Approved by the Library Board of Trustees 4/27/17

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BULL RUN REGIONAL LIBRARY
703-792-4500

CENTRAL COMMUNITY LIBRARY
703-792-8360

MONTCLAIR COMMUNITY LIBRARY
703-792-8740

CHINN PARK REGIONAL LIBRARY
703-792-4800

HAYMARKET GAINESVILLE COMMUNITY LIBRARY
703-792-8700

POTOMAC COMMUNITY LIBRARY
703-792-8330

Scheduling a Room

1. **Meeting room** requests must be made through the online reservation system at <http://pwcgov.org/libraryrooms> by an adult library cardholder at least 18 years of age who will be in attendance. Meeting rooms are intended for community groups or organizations and not for individual use. Reservations can be requested for the current month and for the next two consecutive months. Only one booking per month per library for a group is allowed at a time. Users will not be allowed to schedule use of any library room on a regular, continuous basis (e.g., the second Monday of each month).
2. **Study room** requests can be made by a library cardholder 13 years and older. Study rooms are intended for small group study use. Study rooms may be reserved for 2 hours daily, with the possibility of an extension, depending on demand.
3. The library should be notified as soon as possible of meeting cancellations.
4. If the requestor of the reservation is more than 15 minutes late, that reservation may be cancelled and the room may be made available to be reserved by others.

Policies

The library maintains meeting/study rooms of various sizes for library-related activities. Use of these rooms by community groups for non-profit activities is permitted as schedules and space permit.

1. Only non-profit groups based in Prince William County, or the Cities of Manassas or Manassas Park are eligible to use the community room. National groups, such as the Leukemia Society, that directly service the County or Cities, but do not have a local chapter or representative, may also use the room.
2. Events held in library meeting/study rooms must be open to the public. Rooms are available on equal terms without charge regardless of beliefs and affiliations. Permission to use library space does not constitute endorsement by the library of the user's beliefs or opinions.
3. Library use takes precedence in scheduling. Activities sponsored by Prince William County or the library are not subject to the guidelines of this policy.
4. Activities designed to lead directly to the purchase of goods and services are not allowed. Fundraising activities sponsored by the Friends of the Library or the Library Foundation are the exception to this policy.

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5. Admission fees may not be charged to people attending meetings. Exceptions are made in the case of registration fees for programs or educational courses or events held in cooperation with the library, where fees may be charged to cover the cost of materials.
6. The library is unable to accommodate the use of meeting and study room space for events of a social or personal nature (e.g. birthdays, funerals, wedding receptions, reunions, playgroups, etc.).
7. All publicity must carry the name and contact information of the sponsoring organization. The library cannot be identified as the sponsor, nor can the publicity list the library's phone number. Library addresses and telephone numbers must not be listed or used as the official address of an organization or group using library meeting space.
8. Publicity materials promoting an activity in the meeting or study rooms may not be placed in the library without permission of the library manager.
9. The library assumes no responsibility for loss, damage, or liability/injury that may arise through use of the facility.
10. The person signing the application and/or the organization represented shall be held financially responsible for any damage to the facility, furniture, and equipment during the period of use.
11. Non-compliance with policy and regulations may result in forfeiture of room privileges.

Procedures

1. Users of the meeting or study room will be responsible for setting up the room according to their own needs. Rooms are available during hours when the library is open to the public; users may not enter library buildings before the regular opening time to the public. Use of library meeting or study rooms must conclude 30 minutes before the library closes. Equipment, supplies, or personal effects may not be stored or left in the building before or after use of the room.
2. Attendance at events in meeting and study rooms will be limited to the posted capacity of the individual room as listed on the Room Use Application.
3. Refreshments, excluding alcoholic beverages, can be consumed in the Community Room. A small kitchen is available for use in the Community Room. Outside food deliveries are not permitted if they require library staff intervention. Organizations are required to provide their own utensils and supplies and to dispose of leftovers and waste. Any spills must be reported to library staff immediately.
4. Beverages only, excluding alcoholic beverages, can be consumed in the study rooms. No food is allowed in these areas.
5. Computers and projection equipment belonging to users can be used in meeting rooms. Audiovisual capabilities vary by room location; users can confirm with their local library. Library staff will assist with the set-up of library-provided audiovisual equipment requested at the time of application (where available). Public Wi-Fi is available in meeting rooms.

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6. All activities and participants must adhere to the library rules of conduct and to Prince William County rules and regulations, including those relating to fire prevention. Activities in all library rooms must not disturb other users of the library, (e.g., excessive noise, aromatic foods).
7. All groups are responsible for cleaning up the room at the conclusion of the meeting. Clean-up of the room must be completed within the designated reservation time period. Groups must return the community room to its original state.

*Adopted by the Library Board of Trustees April 27, 2017
Supersedes 11/7/2016*