

Handley Regional Library System Meeting Room Procedures

*To provide regulations to ensure equitable access for the use of Library meeting space
September 2025*

The use of Library meeting space is open for any lawful activity to individuals, community groups and organizations. The library meeting space is not open for private social events (such as family reunions or wedding receptions) nor for meetings by an individual, group or organization that is soliciting business, trying to make a profit, or fundraising. Permission to use Library meeting space does not constitute an endorsement by the Library of that group's activities or beliefs.

When a meeting room is not in use by the Handley Regional Library System ("Library") or a library department, the meeting rooms are available on first-come, first-served basis as specified in the "Meeting Room Policy" and these "Meeting Room Procedures". These uses are scheduled based on a completed and approved application accompanied by payment of the required fees.

Usage

- Meeting rooms are available only during the Library's regularly hours of operation and are provided as a library service contingent upon the availability of space and staff.
- All requests for meeting rooms are subject to approval by the library administrative staff and to review by the Library Board of Trustees.
- People attending meetings are subject to all library policies and regulations, and their behavior is the responsibility of the sponsoring individual, group, or organization
- Meeting attendees may not leave children unsupervised
- Rooms must be reserved by individuals at least 18 years of age. If the room is to be used by individuals under the age of 18, the group must be supervised by an adult who is deemed the responsible party and must remain in the room during its use by the group.
- Signage cannot be placed outside the meeting room. Signs, banners, flyers, etc. may not be affixed to library property (no tape, tacks, nails, staples, etc.)
- Permission may be denied to any group whose purpose involves: physical activity, exercise, clinical activities, theatrical props and weapons of any type.
- Animals, insects and other living organisms may not be brought onto the Library's premises. Trained service animals are allowed.

- Smoking, vaping, or the use of e-cigarettes is prohibited.
- No alcoholic beverages or illegal substances may be brought into the library.
- The use of hazardous materials, including material that give off fumes or are highly flammable, is prohibited.
- Open flames are prohibited in the library meeting rooms and on library property.

Responsibilities

- Individuals and organizations using a Library meeting room shall conform to all Library Policies.
- The person or authorized representative to whom permission to use the meeting room is issued must be present at all times and accepts full responsibility for the proper conduct of those attending the meeting. They shall maintain orderly conditions, guard against public disturbances and unsafe practices including exceeding room capacity. They shall leave the room in a clean and orderly condition as determined by authorized staff.
- Public performances of copyrighted material such as music and movies usually require the permission of the copyright holder. The person or authorized representative to whom permission to use the meeting room is issued, shall be responsible for obtaining the required copyright permission.
- The person or authorized representative to whom permission to use a meeting room is issued, shall be responsible for all damage to Library property or human injury, and shall assume the expense of all claims, liabilities, judgements and costs.
- Upon arrival and departure for meeting room usage the person or the authorized representative to whom permission to use a meeting room is issued must visit the Information Desk to sign-in, sign-out and complete any required documentation.

Advertising

- All advertising for meetings held in the library meeting rooms must clearly identify the sponsor by name and phone number and may use the name Handley Library or Bowman, Library only to identify the meeting location.

Reservations

- Meeting rooms are available at the Bowman Library and the Handley Library. Applications for reservations may be made in person at each of the branches or online. Information about the rooms and their availability along with a reservation application form can be found on the Library's website www.handleyregional.org under Services, Meeting Rooms, or handleyregional.org/meeting_rooms
- To be considered for a meeting room reservation, an "Application for a Reservation" must be completed in full, with responses to all questions and all fields completed.
- Reservations will be made on a first-come first-served basis and should be made at least ten (10) calendar days ahead of the meeting to ensure time for confirmation. If two or more requests are received at the same time for the use of a room, the room will be scheduled for the individual, group or organization who submits payments first.
- Groups may only have two (2) active reservations scheduled.
- To allow availability for all groups, reservations cannot be made more than 90 days in advance.
- Confirmation from the Library is required for use of library meeting rooms.

Fees

Fees will be due ten (10) calendar days before the event, or the reservation will not be confirmed. If a late booking is requested, payment of fees will be due at the time of booking.

Room	Location	Capacity	4 hours or less	Over 4 hours	Nonprofit
<i>Robinson Auditorium</i>	<i>Handley</i>	<i>110</i>	<i>\$ 75</i>	<i>\$150</i>	<i>\$5</i>
<i>Benham Gallery</i>	<i>Handley</i>	<i>25</i>	<i>\$35</i>	<i>\$60</i>	<i>\$5</i>
<i>Meeting Room</i>	<i>Bowman</i>	<i>100</i>	<i>\$25</i>	<i>\$50</i>	<i>\$5</i>

Additional Fees

Additional Fees will be charged for any damage, or for the need for extraordinary cleaning of the facilities and/or equipment.

Cancellations and or Changes to Reservations

- If any scheduled reservation needs to be changed or canceled, it may be done online or by contacting the Meeting Room Coordinators at Handley 540-662-9041 ext.18 or at Bowman 540-869-9000 ext. 213

- A refund, minus a \$10 processing fee, will be made only if the meeting is canceled at least one (1) week in advance.
- Refunds do not apply to the nonprofit rate.
- The Library reserves the right to cancel meetings due to unforeseen circumstances or emergencies. All efforts to reschedule a canceled meeting will be made or a full refund will be issued.

Equipment

- The Library owns tables, chairs, and electronic equipment that may be used for meetings. The individual or group reserving a meeting room is responsible for setting up tables and chairs and must provide someone who knows how to operate the equipment requested. No furniture may be moved into or out of meeting rooms. Room setup must be done during the Library's regularly scheduled hours of service and is included in room use time.
- All equipment instructions and accessories must be returned to library staff promptly at the end of the meeting.

Refreshments

- Light refreshment may be provided, but must remain in the meeting room
- Food cannot be served or eaten in other library areas
- No alcoholic beverages may be served.

Private Property

- The Library cannot assume any responsibility for private property brought into or used on the Library's premises.

Staff Participation

- Library staff members may not assist in the set-up/arrangement of rooms, or operation of equipment.
- Library staff members are not allowed to set up or operate personal or rental equipment (i.e. laptops, projectors, etc.) for any group.
- Library staff will not assist in creating, copying, or distributing meeting/event materials

Parking

Metered parking around the Handley Library location is available for up to 2 hours. Additional parking information is available at www.winchesterva.gov/parking. Parking at the Bowman Library is restricted to the paved areas and designated overflow parking area.

For More Information or Assistance

Contact the Handley Meeting Room Coordinator at 540-662-9041 ext. 18, or the Bowman Meeting Room Coordinator at 540-869-9000 ext. 213