

# Handley Regional Library System Meeting Room Procedures

*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 a first-come, first-served basis to groups and organizations as specified in the policy and procedures. These uses are scheduled on the basis of a completed application accompanied by payment for required fees as applicable.*

## Purpose

To provide regulations for the use of library meeting space to ensure equitable access to library facilities by community and governmental organizations.

## Usage

The use of library meeting space is open for any lawful activity to groups or organizations. The library meeting space is not open for private social events (such as family reunions or wedding receptions) nor for meetings of any 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.

## Reservations

Reservations will be taken on a first-come-first-served basis and should be made at least ten (10) calendar days ahead of the meeting in order to ensure time for confirmation.

To allow availability for all groups, reservations cannot be made more than 90 days in advance.

Groups may only have two (2) active reservations on the books.

All requests for meetings are subject to approval by the library administrative staff and to review by the Library Board of Trustees.

A written confirmation from the Library is required for use of library meeting rooms. Reservation requests can be made online from the library's web page: [www.handleyregional.org](http://www.handleyregional.org)

Animals, insects and other living organisms may not be brought onto the Library's premises. Trained service animals are allowed.

Permission may be denied to any group whose purpose involves: physical activity or exercise, clinical activities, theatrical props and weapons of any type.

## Room Fees

Cleaning fees and/or equipment fees will be due ten (10) calendar days before the event, or the meeting will not be confirmed. If you have a late booking, payment of room fees will be due at the time of booking.

Room	Location	Capacity	4 hours or less	Over 4 hours	Nonprofit rate
Robinson Auditorium	Handley Library	110	\$75	\$150	\$5
Benham Upper Gallery	Handley Library	25	\$35	\$60	\$5
Meeting Room	Bowman Library	100	\$25	\$50	\$5

## Additional Fees

Additional fees will be charged for any damage to, or cleaning of, the facilities and/or equipment. **Failure to leave rooms clean and neat will result in a custodial fee and possible loss of future use.**

## How Meetings Are Scheduled

Meeting rooms are available only during the Library's regularly scheduled hours. Meetings must end before the library closes. Meeting rooms are scheduled as a library service contingent upon the availability of space and

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staff. If two or more requests are received at the same time for the use of the rooms, the room will be scheduled for the requester who submits payment first. The Library or Friends of the Handley Regional Library meetings and programs will always take priority.

### **In Case of Damage**

The Library can assume no responsibility for private property used on the Library's premises.

Any damage to the Library's premises or equipment or extra cleaning required as a result of group use must be paid for by that group. Library facilities must be left in a clean and orderly condition. Any plans for decorations must be approved in advance by the appropriate Operations Manager. Misuse of library facilities may result in denial of future use.

Groups using a meeting room must make provisions to guard against public disturbances and unsafe practices and must be responsible for all persons admitted to their activities.

### **Equipment**

The Library owns tables, chairs, and equipment that may be used for meetings. The organization reserving a meeting room is responsible for setting up tables and chairs and must provide someone who knows how to operate the equipment requested. Room setup must be done during the Library's regularly scheduled hours of service and are included in room use time. When applicable, chairs and tables must be returned to storage racks and put away in storage closets.

All equipment must be returned to library staff promptly at the end of the meeting. Equipment may not be left in the room after the meeting has ended. Library staff members are not allowed to set up personal or rental equipment (i.e. laptop, projectors, etc.) for any group.

### **Representatives**

Upon arrival and departure for meeting room usage, the responsible party must visit the Information Desk for sign-in and sign-out. Rooms must be reserved by individuals over the age of 18. 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.

### **Cancellations/Changes**

- If any scheduled meeting times and/or dates change or need to be canceled, notify Library Meeting Room Staff as soon as the change has been made so the meeting space can be made available.
- A refund, minus a \$10 processing fee, will be made if the meeting is canceled at least one (1) week in advance. Refunds cannot be made for cancellations made after this deadline, and organizations are encouraged to reschedule. (Refunds do not apply to reservations made with the nonprofit rate.)
- The Library reserves the right to cancel meetings due to unforeseen circumstances or emergencies. All efforts to reschedule canceled meetings will be made.

### **General Information**

- Library staff members will not assist in the set-up or arrangement of rooms. No furniture may be moved into or out of meeting rooms.
- All advertisement for activities held in a library meeting room 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.
- Signs, banners, flyers, etc. may not be affixed to library property (no tape, tacks, nails, staples, etc.). Signage cannot be placed outside the meeting room.
- The use of hazardous materials, including materials that give off fumes or are highly flammable, is prohibited.
- Open flames are prohibited in library meeting rooms and on library property.

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### Refreshments

- Light refreshments may be served (and must remain) in all meeting rooms.
- Food cannot be eaten/served in other library areas.
- No alcoholic beverages are permitted.

### Guests

- The minimum and maximum number of attendees must be adhered to by room.
- Guests and their behavior are the responsibility of the lessee.
- The individual or organization reserving the room will be responsible for any damage to library property.
- Use of the meeting rooms must not interfere with the use of the library by others. Please be mindful of other library patrons.
- Persons attending meetings are subject to all library policies and regulations.
- Attendees may not leave children unsupervised.
- The use of any tobacco products and/or electronic cigarettes is prohibited on the Library's premises.

### Parking

Metered parking around the Handley Library location is available for up to two (2) hours. Additional parking information is available at [www.winchesterva.gov/parking](http://www.winchesterva.gov/parking)

Parking at the Bowman Library is restricted to the paved areas and designated overflow parking area.

### For more information

Contact the Adult Services Division Head by phone (540) 869-9000, ext. 212 or email [reference@handleyregional.org](mailto:reference@handleyregional.org)