



**PROCEDURE**

SECTION: 9.1.a

SUBJECT: Meeting Rooms

**POLICY GOVERNING USE OF LIBRARY MEETING ROOMS**

*The mission of the Richmond Public Library is to inform, enrich and empower Richmond's residents, promoting reading and the active use of cultural, intellectual and information resources available through the library. The library's public space is intended for reading and study, and the library's meeting rooms are intended for public programs that meet the purpose of the library's mission.*

**PROCEDURES FOR RESERVING AND USING MEETING ROOMS**

**A. Reservations**

- Applications for use of a meeting room at the Main Library or computer lab must be submitted at the Library's Main Branch at least two (2) weeks prior to the proposed meeting date. Study Rooms may be reserved on a first come, first serve.
- Applications for use of a Branch meeting room must be submitted to the Branch Manager's Office at least two (2) weeks prior to the proposed meeting date. Applications for branch meeting room use from non-local entities will be forwarded to the Administration Office at the Main Library for approval.
- Reservations can be requested up to one (1) month in advance of the use date. Only one booking per month for a user is allowed at a time.
- The Library should be notified in advance of meeting cancellations.

**B. Available Times**

- Meeting rooms and computer lab are available for use only during the hours when the library is regularly open.
- All meetings held during normal library hours must conclude no later than fifteen (15) minutes prior to closing, with the exception of the computer lab (30 minutes).
- There is a maximum of four (4) hours use per meeting.
- The Library may grant exceptions to these time limitations for local government agencies, including the City of Richmond Public Schools, the City of Richmond Public Library Foundation and the Friends of the Library.

**D. Responsibilities of Meeting Room Users**

Each applicant for use of a meeting room or computer lab shall agree to observe and abide by the following regulations:

1. No donations may be solicited in connection with a meeting room nor may meeting rooms be used by any group to sell goods or services. Exceptions to these restrictions may be made by the Library in the case of paid registration or tuition for special classes; institutes, etc. presented in cooperation with the City of Richmond Public Library.
2. Groups or individual instructors may not use the Computer Lab for commercial purposes, nor may any group using the computer lab charge any fees.

3. Any publicity concerning a meeting or activity to be held in a meeting room must properly identify the sponsoring group or organization. The City of Richmond Public Library shall not be identified as a sponsor, except with its specific written consent.
  - a. The group or organization reserving the annex, auditorium or branch meeting rooms shall be responsible for setting up the room according to its own needs, with the exception of the Computer Lab. Additional software may not be installed on the Computer Lab computers. The group or organization using the room must restore the furniture and the room to the order in which it was found.
  - b. No chairs are to be moved in or out of the study rooms located on the second floor of the Main Library.
4. The Library will provide limited audiovisual equipment for groups using the Auditorium, provided the group requests the set-up at the time of their room reservation. No other equipment will be provided by the Library, and the microphone is only available in the Auditorium.
5. The group or organization reserving the meeting room shall be responsible for any damage caused to the Library premises or Library property.
6. Consumption of food and/or drinks shall not be allowed in meeting rooms, unless the Library has given prior written approval. Consumption of food and/or drinks shall never be allowed in the computer lab.
7. The City of Richmond Public Library Computer Lab does not provide trainers or office supplies such as electronic storage, pens, staplers, etc. The computer lab is equipped with a network printer and allows individuals to print at a cost of \$.15 per page in black and white only.
8. The City of Richmond Public Library is not responsible for items left behind in meeting rooms or computer lab.
9. Individuals participating in the use of a meeting room or the computer lab shall observe and abide by the City of Richmond Public Library's general policies governing conduct in the Library. In compliance with all Virginia laws, users of the Computer Lab shall immediately cooperate with library staff or other authorities enforcing said laws, policies and procedures for access to the internet or other uses of computers and networks. Failure to do so shall result in immediate termination of computer lab use and may result in loss of library privileges or possible legal action.
10. Extraordinary Security Measures: If the Library Board and City Chief of Police certify that the meeting of a group would require extraordinary security measures, a certificate of insurance in the amount of one million dollars (\$1,000,000.00) naming the "City of Richmond" as the insured will be required before the meeting room reservation will be confirmed.
11. Failure of any group to abide by all regulations for the operation of the Library and use of meeting rooms or computer lab may result in a denial of all future requests to use.

**E. Cancellations and Refunds**

The Computer Lab will be opened to the public, if the group reserving it hasn't called or arrived within thirty minutes after the scheduled time.

**F. Notification of Policies to Applicants**

A copy of this "Policy Governing Use of Library Meeting Rooms" may be provided upon request to each applicant requesting use of a meeting room.



**Note:** *The City of Richmond Public Library reserves the right to abolish or modify this policy at anytime.*

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Adopted:	February 16, 2005
Revised:	May 2007
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Revised:	January 24, 2018