

Caroline County Library
MEETING ROOM POLICY

Policy Statement

It is the mission of Caroline County Library to meet the educational, informational, recreational, and cultural needs of the citizens of Caroline County by providing quality service. It is within this context that the library offers its meeting rooms for programs that enhance the lives of library patrons. It is the intent of the library that the use of these spaces be free and open to the public. In allocating the use of the meeting rooms, Caroline County Library will not discriminate on the basis of the political or religious beliefs of applicants, or on any other constitutionally prohibited basis. The library has a paramount need to provide a safe, peaceful and respectful environment in which patrons may use library facilities. The library has the authority to accept, renew, or reject requests for use of the meeting rooms.

Eligibility

As a part of this commitment to service, the library allows its meeting rooms to be used by members of the community who are engaged in educational, cultural, intellectual, or charitable activities.

- Priority for use of meeting rooms is given in the following order:
 - Library and its affiliated groups for programs and other meetings
 - Co-sponsored programs, such as the AARP Tax Preparation
 - All other reservations will be made on a first-come, first-served basis.
- Meeting rooms are not intended to be used for the following:
 - Private events and social gatherings, including but not limited to birthday parties, wedding or baby showers, business meetings, etc.
 - Events whose sole purpose is fundraising, unless it benefits Caroline County Library
 - Commercial purposes where buying, selling, or marketing takes place
 - Any event where an admission fee is charged, unless it benefits the Caroline County Library
- Book signings will only be allowed when part of a library sponsored or co-sponsored program.
- Political groups and candidates may not use the meeting room for any campaigning or fundraising purpose, but may use the room to meet with constituents or with their campaign staff. Candidate forums may be allowed as long as all candidates are invited to attend.
- The library reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy. In determining whether such a likelihood exists, the library may take into consideration the contents of the application form, the history of the group's meeting

room use in the library or elsewhere, and such other information as they may deem appropriate.

Policy Regulations

- Library and government groups may be exempt from these regulations.
- All groups wishing to use the meeting rooms must agree to abide by these regulations as well as the library's *Public Service Policy*. Groups must also abide by all local, state, and federal laws, ordinances, and regulations, including occupancy limits or copyright permissions.
- Groups wishing to reserve a meeting room must fill out an application form prior to the meeting, which may be submitted in person or by email.
- The library may reject a request to use the meeting room or limit the frequency of meetings by any group.
- At least one member of the group must act as the responsible party for the group. This person must be at least 21 years of age and must be present at all times during the meeting.
- Use of the meeting room for groups under the age of 21 will be allowed only if adults over 21 years of age accept responsibility throughout the activity. The minimum ratio shall be one (1) adult for every fifteen (15) children.
- Meeting rooms are only available during the library's standard days and hours of operation. All meetings must conclude and the meeting room returned to its original state fifteen (15) minutes before closing time.
- Reservations are typically in two (2) hour blocks. Setup and/or tear down time must be included at the time of reservation. If the group requires a longer booking, it must be approved by the branch manager. Bookings are often made back-to-back so additional time may not be available.
- Reservations may be made no more than two (2) months in advance. The meeting rooms may not be reserved in advance for use by an individual person.
- Setup, tear down, and cleaning of all areas used is the responsibility of the group. The group is also responsible for any damages to the premises or equipment incurred by group members. Staff must be notified of any damage immediately.
- Food and beverages are permitted in the meeting rooms. Alcohol is not permitted. If food and/or beverages are served, trash must be placed in receptacles provided.
- Room reservations will be forfeited after fifteen (15) minutes if the responsible party fails to appear. If the group wishes to cancel their reservation, staff should be notified at least 24 hours in advance.
- Arrangements may be made for the use of a library projector and other equipment. These will need to be made one week in advance and library equipment cannot be taken outside of the library.
- The library cannot guarantee audiovisual or Internet capabilities. Library staff will not physically handle personal electronic devices during any troubleshooting processes.
- The library is not responsible for the loss or damage to any equipment owned by an individual or group using the meeting rooms.
- Use of the meeting space does not constitute endorsement or sponsorship of the event or information being presented. Organizations may not use the logo or contact information

for Caroline County or Caroline County Library on any publicity for their event. The library does not publicize non-library events.

- If unforeseen circumstances, such as electrical outages or inclement weather, cause the library to be closed or the meeting room to become unavailable, we reserve the right to cancel any scheduled use of the meeting rooms. Staff will attempt to contact registrants, but it is the responsibility of the registrants to confirm that the library is open and the room is available.
- The library director may determine that security services are required during a proposed use of the meeting room. If so, the group will be required to make arrangements and payments to the Caroline County Sheriff's Office and/or Virginia State Police before the meeting takes place. If no arrangements are made, the library director reserves the right to refuse use of the meeting room until such arrangements are made.
- Any violation of these rules and regulations may result in an order to vacate the premises immediately and/or suspension of the privilege of using the meeting room.

Adopted by Caroline Library Inc. Board of Trustees November 14, 2002
Reviewed, Revised and Adopted September 12, 2009; July 24, 2013
Amended and Adopted by Caroline County Board of Supervisors January 14, 2020