

POLICY GOVERNING USE OF LIBRARY MEETING ROOMS

Poquoson Public Library provides the community with meeting and gathering space to facilitate the sharing of ideas. The meeting rooms are available to government agencies, educational and school groups, non-profit organizations, community and civic service groups, study and tutor groups, and political candidate forums. The meeting rooms may not be used for social gatherings, functions in which a fee is charged, commercial purposes, or when, in the judgment of the librarian, any disorder may occur.

The use of the meeting rooms is subject to the following policies:

- Room availability is during normal library hours: Monday – Thursday, 10:00 am to 9:00 pm; Friday – Saturday, 10:00 am to 5:00 pm; Sunday, 1:00 pm to 5:00 pm.
- Reservations may be made up to six months in advance. Room use is on a first come, first served basis, regardless of the beliefs and affiliations of the members. Library and city sponsored programs have priority for meeting room use. On rare occasions, meetings may be cancelled to accommodate for library and city programming. One meeting, or a limited series of meetings, may be scheduled at a time.
- Smoking is not allowed in any of the meeting rooms. Light refreshments, but no alcoholic beverages, may be served in the large meeting room. Water in sealed containers is permissible in all meeting rooms.
- Organizations assume responsibility for any damage to the room or its contents and must leave the room in the order in which it was found.
- The library is not responsible for any lost or stolen articles left in the meeting rooms.
- If a meeting is cancelled, the library must be notified so the room may be rescheduled for another use. Conversely, the applicant will be notified as soon as possible of a meeting room cancellation if the library is closed due to weather or unforeseen circumstances.
- There is no fee for the use of the meeting rooms nor may the user charge a fee or donation for attendance at meetings. Exceptions to this policy are fees for conference programs or educational courses sponsored by the library, educational institutions, or by governmental agencies.
- Organizations composed primarily of young people must have an adult (18 years or older) make the reservation and be present during any scheduled meeting.
- Organizations requiring equipment owned by the library must make arrangements for its use when the room reservation is made.
- The fact that a group is permitted to use the meeting room does not in any way constitute an endorsement of the group's policies or beliefs.
- Neither the name nor the address of the Poquoson Public Library may be used as the official address of an organization.
- Any violation of these policies may result in suspension of the privilege of using the meeting rooms.