

POLICY GOVERNING USE OF LIBRARY MEETING ROOMS POQUOSON PUBLIC LIBRARY

The Meeting Rooms at the Poquoson Public Library are available for public meetings of government agencies, civic, cultural, and educational organizations regardless of the beliefs and affiliations of their members. They are not available for the benefit of private individuals or commercial concerns, for religious worship activities, or when, in the judgment of the librarian, any disorder may occur.

The use of the Meeting Rooms is subject to the following regulations:

- The Meeting Rooms available for public meetings consist of one Meeting Room, one Genealogy Room and two Study Rooms. The capacity for the Meeting Room is 33, Genealogy Room (Root Cellar) is 15, Study Room #167 is 9, and Study Room #166 is 5.
- The rooms will be available only during the hours that the library is normally open. Library hours are: Monday through Thursday from 10:00 a.m. to 9:00 p.m.; Friday and Saturday from 10:00 a.m. to 5:00 p.m.; Sunday from 1:00 p.m. to 5:00 p.m.
- 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 regulation are fees for conference programs or educational courses sponsored by the library, educational institutions, or by governmental agencies.
- Reservations for the use of the Meeting Rooms must be made through the Poquoson Public Library. Reservations may be made up to 6 months in advance and use of the rooms will be assigned on a first-come, first served basis. Library and city sponsored programs have priority for Meeting Room use.
- One meeting, or a limited series, may be scheduled at a time. An application must be filled out each time a room is needed.
- If a meeting is canceled, the library should be notified as soon as possible so the room may be rescheduled for another use.

- Organizations composed primarily of young people must have a responsible adult (i.e. someone 18 years or older) make the reservation and be present during any scheduled meeting.
- Organizations requiring a film projector, video player, slide projector, or other equipment owned by the library must make arrangements for the use of the required equipment when the application for the Meeting Room is made. The organization must provide its own projectionist and will be responsible for any damage to library equipment.
- Light refreshments, but no alcoholic beverages, may be served in the Meeting Room. Organizations are required to provide their own utensils and are responsible for cleaning up the area after the meeting. No food or beverages are allowed in the Genealogy Room or Study 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.
- Smoking is not allowed.
- The library is not responsible for any lost or stolen articles.
- If the library is closed because of weather or other unforeseen circumstances, the use of the Meeting Rooms is canceled and the applicant will be notified as soon as possible
- The fact that a group is permitted to use the Meeting Room does not in any way constitute an endorsement of the group's policy or beliefs.
- Neither the name nor the address of the Poquoson Public Library may be used as the official address of an organization.
- A copy of the Policy Governing Use of Library Meeting Rooms will be given to each applicant when the Meeting Room is requested.
- Any violation of these regulations may result in suspension of the privilege of using the Meeting Rooms.