

## **V. Library Buildings**

### **POLICY STATEMENT**

The purpose of library buildings is to help the Library deliver a wide range of services for the community to achieve its Mission Statement, Service Roles, Goals and Objectives. The Library works with government agencies to provide library buildings. All library buildings are smoke and vape-free.

- 1 The Library may recommend library sites and buildings to the appropriate governments.
- 2 The Library will assist the governments by preparing library building programs based on community needs and recognized public library building standards.
- 3 No goods or services will be sold, nor will there be solicitations, on the premises of the library whether inside the building or on the grounds, except by the library, the counties, or other government agencies.
- 4 Use of Library meeting rooms, display, and exhibit spaces is granted to those who agree, in writing, to abide by the rules.
- 5 Library equipment and furniture may not be borrowed for use outside the library. Library personnel must supervise the operation of library equipment in the library.
- 6 Staff is authorized to use library equipment for library related purposes.

### **REGULATIONS**

#### **A) Meeting Rooms**

The Pamunkey Regional Library meeting rooms will be available on equal terms to all in the community regardless of their beliefs and affiliations. Registrants must agree, in writing, to follow all rules and regulations established by the Library Board for the use of the rooms. Rooms are available on a first come/first serve basis to:

- Governmental agencies
- Educational and school groups
- Non-profit organizations
- Community and civic/service groups
- Political gatherings with the purpose of holding a public candidate forum; and political parties recognized by the State (but not candidate fundraisers)
- Churches and other religious groups
- Study and tutor groups
- Businesses for education/training purposes only

Meeting rooms may not be used for the following:

- Social gatherings, including but not limited to birthday parties, wedding/baby showers, family reunions
- Events whose sole purpose is fund raising, unless it benefits the library
- Commercial purposes where buying, selling, and marketing takes place
- Any event where an admission is charged

**Meeting Room Use Regulations:**

1. Registrants using the Library meeting rooms must have a valid Pamunkey Regional Library card in good standing. Use of the room will be assigned on a first-come-first-served-basis.
2. Meeting rooms are only available during the library's standard days and hours of operation. Meetings must conclude and the meeting room returned to its original state 15 minutes before closing time.
3. Registrations may be made up to 3 months in advance and must be made in writing on the Registration Form for Meeting Room Use.
4. Programs and activities sponsored by the Library take precedence in scheduling.
5. The registrant representing the group must arrange in advance with a designated staff person for instruction in use of equipment.
6. Registrants must be in attendance at the meetings for which they have reserved the room.
7. The meeting rooms may not be reserved in advance for the use of an individual person.
8. The Library and its Friends Groups, county, and other government agencies are not subject to these rules and regulations.
9. Users of the meeting room must abide by all local, state and federal laws, ordinances and regulations, including occupancy limits.
10. In the case of unforeseen circumstances such as weather or facility issues, the meeting room may be unavailable or the library may be closed. Staff will attempt to contact registrants; however, it is the responsibility of registrants to confirm that the library is open and the facility is available.
11. The Library Director may determine that security services are required during a proposed use of the meeting room. If so determined: the registrant agrees to pay for any security services associated with use of Library facilities deemed necessary by the Director. The Library will contract for security services. The Library will bill the registrant for the security services. The registrant must pay the Library in full. In addition, if it is determined that security is necessary; the registrant will provide a certificate of comprehensive general liability insurance, including contractual liability insurance, in the amount of \$1,000,000 with the Pamunkey Regional Library and Pamunkey Regional Library Board of Trustees named as additional insureds. Both the payment and the certificate must be delivered to the Library Director no later than two weeks prior to the proposed use. In the event those requirements are not met, the use of the room shall be deemed cancelled.
- 12. 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.**
- 13. Any departure from these rules must be approved by the branch manager and director on an individual basis, and reported to the library board.**

**Pamunkey Regional Library  
Registration form for Meeting Room Use**

**Valid Pamunkey Library Card Presented. Staff initials \_\_\_\_\_**

Branch Library: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Registrant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

\_\_\_\_\_

Date & Hours of meeting: \_\_\_\_\_

Purpose & brief outline of meeting: \_\_\_\_\_

\_\_\_\_\_

Name & phone number of Presenters: \_\_\_\_\_

I have read the Pamunkey Regional Library Meeting Room Rules and Regulations and I agree to abide by those rules and regulations and to be responsible for damages to the Library equipment, furniture, and/or facilities during my scheduled use of the room. **If it is determined that security services and insurance certificates are required during the use of Library facilities, I agree to pay for the security and provide the insurance certificates as specified in the Rules and Regulations.**

Signed: \_\_\_\_\_

Received & scheduled by Library staff member: \_\_\_\_\_ Date: \_\_\_\_\_

Security/insurance requirement reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

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Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Meeting Room Rules:**

- a. All programs/meetings must be open to the public.
- b. No administration fee will be charged or donation taken at the programs/meetings. Registration by participants may not be required for attendance at programs.
- c. No goods or services will be sold, nor there solicitations, on the premises of the Library.
- d. All publicity must list the name of the organization sponsoring the meeting. The Library may not be named as sponsor of any event without written permission.
- e. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group or its programs.
- f. Neither the name nor address of a Library may be used as the official address or headquarters of any organization.
- g. Light refreshments may be served. Alcoholic beverages, open flames such as sternos or candles, and the use of tobacco products and e-cigarettes are prohibited.
- h. Meetings must conclude and the meeting room returned to its original state 15 minutes before closing time.
- i. The registrant is responsible for:
  - **clean up and removal of all trash after the meeting.**
  - **setting up furniture to suit their needs and must return furniture to the position it was in prior to the meeting.**
  - **damages to Library equipment, furniture, or facilities during the meeting and will pay for any damages.**
- j. If an event is canceled, the registrant will notify the Library as soon as possible so the room may be rescheduled for another use.
- k. The Library is not responsible for loss of items left on the premises.
- l. Activity and noise levels in the Library during meetings must not disrupt or disturb regular Library activities.

**I have read and agree to abide by these meeting room regulations.**

\_\_\_\_\_ (signed)