

## **NORTHUMBERLAND PUBLIC LIBRARY**

7204 NORTHUMBERLAND HIGHWAY

HEATHSVILLE, VA 22473

(804) 580-5051

Library@nplibraryva.org

### **Meeting Room Policy**

## **Meeting Room Policy**

This Library will make a meeting room available to the public it serves. These facilities are available on an equitable basis, regardless of the benefits or affiliations of individuals or groups requesting their use. A copy of this policy shall be provided to each applicant organization.

The meeting room is available at no charge to all not for profit organizations or for any program sponsored by the Library, the Friends of the Library, the Board of Trustees or County Government entities. All other groups may rent the meeting room space for \$50 per meeting (3 hours max). The meeting room cannot be rented for birthday parties. This fee covers the additional cleaning cost as well as utility cost incurred by the Library. A group's use of the Library does not constitute endorsement of that group by the Library. The meeting room cannot be used by for-profit organizations whose intent is to sell items while on the premise.

Reservations are to be made on a fiscal year basis and for no more than twelve months prior to use. Each group must resubmit their reservations annually. Applicants must be at least 21 years of age.

Written applications are required and will be scheduled in priority order on a space available basis with library activities taking precedence. The Library reserves the right to cancel, with a one-week notice, a reservation granted an outside group in order to use the room for Library purposes.

Use of the meeting room includes use of the tables, chairs, projection screen, refrigerator, sink, and coffee pots. Use of the library's large screen monitor and laptop is by reservation only and a member of the group must be trained on the items before the meeting. Authorization is obtained by meeting with a Library staff member for an orientation session. Groups may also request Zoom set up through the Library Director with advanced notice.

The Library reserves the right to reject the application of any group or organization for cause; e.g., previous misuse of room, repeated no-shows, scheduling conflicts, or uses incompatible with the community well-being. Requests for frequent use; e.g., weekly, and/or on a long-term basis, will be evaluated by the Director and negotiated case-by-case.

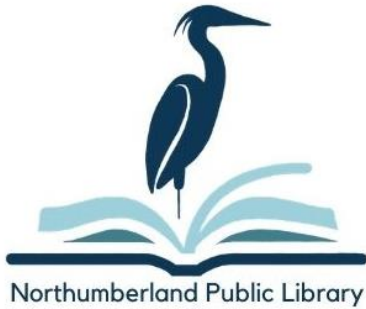
The Library's name, address or telephone number will not be incorporated as a part of the user group's official address or headquarters designation.

Attendees of the meeting scheduled when the Library is open should use the parking lots on the side of the building. Parking in front of the Library entrance is reserved for Library patrons.

The meeting room should be returned to the arrangement it was found in unless requested to do otherwise by library staff. Kitchen facilities and equipment must be left in a clean, orderly fashion. All trash must be removed. Refer to section I. F. 2 for Library smoking, food and beverage policy. A picture is posted inside the closet with how the chairs and tables should be rehoused.

Whoever uses the meeting room while artwork is present must be respectful and see that no harm comes to any piece on display. Adults must be present at all times and are responsible for children.

The Library is not responsible for any injuries incurred during the use of the room or for any lost or stolen property. The user group must pay for any damage to premises or equipment as a result of use.



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**Date:** \_\_\_\_\_

**Requested Date (s):** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Expected Attendance:** \_\_\_\_\_

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

**Responsible Party:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Telephone (Day, Night and or Cell):** \_\_\_\_\_

**If a FOR PROFIT organization, I have paid the \$50 fee for this meeting.** \_\_\_\_\_

As an authorized representative of the organization named above, I have read and agree to comply with the conditions for the use of the Northumberland Public Library Meeting Room. I accept responsibility for any and all damage to library property and will report such damage to the staff. If coffee/tea makers are used, they will be cleaned and put away after use. I shall be responsible for assuring the room is left in the same condition it was found, which includes leaving the kitchen area clean and free of litter and food\*, taking any trash away at the conclusion of using the room, and insuring that all tables and chairs are returned to the storage area.

**I also agree to cancel any and all dates the organization will not be using the room.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Library Staff Approval:** \_\_\_\_\_

**\*Any food left in the kitchen area will be thrown away, unless other approved arrangements are made in adva**