



HCPL Policies and Procedures Manual

Meeting, Conference and Study Room Use Policy

The library maintains meeting, conference, and study rooms of various sizes for library-related activities. Use of these rooms by community groups for non-profit activities is permitted as schedules and space permit.

Events held in library meeting and conference rooms must be open to the public. Rooms are available on equal terms without charge, regardless of beliefs and affiliations. Permission to use library space does not constitute endorsement by the library of the user's beliefs or opinions.

Library use takes precedence in scheduling. Activities sponsored by Henrico County or the library are not subject to the guidelines of this policy.

No sole proprietorship, partnership, corporation or association licensed to do business as a for-profit organization may use library rooms for profitmaking activity. Activities designed to lead directly to the purchase of goods and services are not allowed. Mandatory sign-in is not permitted.

Admission fees may not be charged to people attending meetings. Exceptions are made in the case of paid registration or fees for conferences, programs, or educational courses held in cooperation with the library. Fundraising activities, except those sponsored by HCPL, may not be conducted in the meeting rooms.

The library is unable to accommodate the use of meeting and conference room space for events of a social or personal nature (e.g. birthdays, funerals, wedding receptions, reunions, playgroups, etc.).

All publicity must carry the name of the sponsoring organization. The library cannot be identified as the sponsor, nor can the publicity list the library's phone number. Library addresses and telephone numbers must not be listed or used as the official address of an organization or group using library meeting space.

Publicity materials promoting an activity in the meeting or conference rooms may not be placed in the library without permission of the library manager.

The library assumes no responsibility for loss, damage, or liability/injury that may arise through use of the facility.

The person signing the application and/or the organization represented shall be held financially responsible for any damage to the facility, furniture, and equipment during the period of use.

Users of a meeting or conference room will be responsible for setting up the room according to their own needs. Rooms are available during hours when the library is open to the public. Users may not enter library buildings before the regular opening time to the public. Use of library meeting or conference rooms must conclude 30 minutes before the library closes and users must



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restore the furniture and the room to the order in which it was found. Equipment, supplies, or personal effects may not be stored or left in the building before or after use of the room.

Attendance at events in meeting and conference rooms will be limited to the posted capacity of the individual room as listed on the Room Request Application.

Refreshments, excluding alcoholic beverages, can be consumed in meeting rooms, conference rooms, and study rooms. Outside food deliveries are not permitted if they require library staff intervention. Organizations are required to provide their own utensils and supplies and to dispose of all leftovers and waste. Aromatic foods are not permitted. Any spills must be reported to library staff immediately.

Computers and projection equipment belonging to users can be used in meeting rooms. The library may not be able to provide equipment or related items, such as AV carts, cables, etc. Audio visual capabilities vary by room location; users can confirm with their local library. Public Wi-Fi is available in meeting rooms. Access to the library's network and the Internet is limited to county agencies.

All activities and participants must adhere to the library rules of conduct and to Henrico County rules and regulations, including those relating to fire prevention. Activities in all library rooms must not disturb other users of the library, e.g., excessive noise, aromatic foods.

Meeting or conference room requests must be made by an adult library cardholder at least 18 years of age who will be in attendance. The Fairfield Youth Conference Room may be reserved by a library cardholder at least 12 years of age, who will be in attendance. Meeting and conference rooms are intended for community groups or organizations and not for individual use. For meeting and conference rooms, reservations can be requested up to 90 days in advance of the use date. A maximum of two active meeting or conference room reservations per group or individual is allowed. Users will not be allowed to schedule use of any library room on a regular, continuous basis (for example, the second Monday of each month).

Study room requests can be made by a library cardholder. Study rooms are intended for small group study use. Study rooms can be requested up to 14 days in advance of the use date. Study rooms may be reserved for 2 hours daily, with the possibility of a 2 hour extension. The extension availability will be determined after the conclusion of the original reservation. Only one booking for a group or user is allowed at a time; any subsequent booking may be requested at the time of the initial meeting.

The library should be notified as soon as possible of meeting cancellations.

If the requestor of the reservation is more than 15 minutes late, that reservation will be cancelled and the room will be made available for reservation by others.

Effective Date: 8/16/2002

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