

**Amherst County Public Library
Community Meeting Room Rules
Adopted by the Amherst County Public Library *Board of Trustees*
September 18, 1992; Revised 2005, 2008, 2010, 2011, 2012**

Library and County Administration Priority of Use

The Amherst County Public Library Meeting Rooms serve as the meeting place for the ACPL Board of Trustees, the Friends of the Library, and the Library Staffs. These groups have priority in scheduling the use of the Meeting Rooms. The Library Director or designated senior staff member may cancel reservations of other scheduled organizations at any time, up to 24 hours before the reserved date, if a room is needed for previously unanticipated use by the Library and its supporting organizations, or by Amherst County Administration officials.

The Library and the Library Board of Trustees are not responsible for any activity or action of the group or organization which has reserved a Meeting Room.

Other Eligible Organizations and Uses

Community groups and organizations may apply to reserve a Meeting Room, with the following limitations:

The Meeting Rooms may not be used for open meetings of the public as a whole, since the capacity of each room is limited.

The Meeting Rooms may not be used for private social gatherings, fundraising activities, or for selling goods and services. The Meeting Rooms are only available to profit based organizations for purposes of hiring and staff training, and continuing education purposes.

The Meeting Rooms may not be used for the purpose, directly or indirectly, of advocating or proposing any violation of the ordinances of Amherst County or the laws of the Commonwealth of Virginia or of the United States.

Reservation Process

A community group or organization may apply to reserve a Meeting Room by having an authorized representative complete and sign the reservation form not more than 90 days in advance of the reservation date.

Organization representatives may inquire about the availability of the Meeting Rooms on a specific date and time prior to submitting the reservation form, but the date and time cannot be held at such point. Only the completed reservation form will secure use of a Meeting Room.

Although a community organization may regularly schedule a Meeting Room meeting by meeting, no organization may have standing reservations except by written permission of the library director, to be considered on a case-by-case basis.

It is the responsibility of the authorized representative submitting the reservation form to confirm the reservation by contacting the Library within 24 hours of the reservation date and to make arrangements with the Library for any necessary opening and closing procedures outside regular Library hours.

Fees

Fees are charged for use of the meeting rooms to offset the library's costs for providing the rooms. The rate charged for non profit organizations is \$15.00 per use. The charge for businesses and other for profit organizations is \$25.00. The fee must be paid at the time a key is picked up or when the room is unlocked for the group.

Responsibilities of Users

The authorized representative accepts full responsibility on behalf of the organization for any damage to Library property and for the proper conduct of those attending the meeting. The presiding officer or authorized representative in attendance is responsible for maintaining orderly conditions during the use of the room and for leaving the room in a clean and orderly condition, as determined by the Library Director or authorized senior

staff member. Each meeting room has a microwave oven and refrigerator which may be used by those sponsoring meetings. The refrigerator must be left empty after the meeting unless prior arrangements are made with the library. The microwave ovens must be wiped out and all stains and splatters removed.

When the Meeting Rooms are used by an organization including minors, an adult sponsor must complete the reservation form, supervise the entire meeting and be responsible for the conduct of minors, and assume responsibility for any damages to Library property and equipment.

Smoking is prohibited on all Library premises. No alcoholic beverages or illegal substances may be brought into the Library. The authorized representative is responsible for ensuring compliance with these prohibitions.

Limitations on Use of Library Facilities and Services

Use of a Meeting Room does not include use of Library telephones, office equipment, or personnel. The Library staff is not responsible for coordinating details of the organization's meeting activity or for conducting any other related activities.

No signage, banners, or posters may be displayed on library grounds by groups using the library meeting rooms other than directional or identifying signage.

Termination of Use

The Library Director or designated senior staff member reserves the right to terminate without advance notice any activity in the Library which he/she believes to threaten harm to Library personnel, property, or users; to disrupt normal Library functions and activities; or to cause others to jeopardize persons or property. The authority to terminate a group activity is discretionary.

Policy Changes

Rules for the use of Meeting Rooms are reviewed periodically by the ACPL Board of Trustees and are subject to any changes approved by the Board.

Please reserve the Amherst ____ Madison Heights ____ Meeting Room on _____
Date

From (Start time) _____ am/pm Until (End Time) _____ am/pm

Name of organization: _____

Organization Address: _____

Will your organization use the refrigerator? ____yes ____no

Will your organization use the microwave oven(s)? ____yes ____no

In consideration for use of the Library Meeting Room, I, the undersigned, declare that I am duly authorized agent of the above organization, and that I have read the Library Meeting Room Policy on the reverse and fully understand that the organization is hereby bound to comply with this policy.

I hereby bind my organization to reimburse the Library for any damage to Library property caused by my organization. I also bind my organization to indemnify the Amherst County Public Library and Amherst County for any personal injury caused by an attendee of my organization's meeting to anyone including, but not limited to, injury to any member or guest of my organization, or Library employees, staff, patrons, invitees, licensees, or guests.

Further, I agree that I will leave the premises in the same clean and orderly condition in which it was found, at the discretion of the Library Director. If food is served, the group is responsible for cleaning microwave ovens and emptying contents placed in refrigerator, emptying trash containers and disposing of garbage.

I warrant my authority to bind the organization to each and every term, both above and on the reverse side of this agreement, indicated by my signature below.

Today's date Signature

Printed Name: _____

Title: _____

Phone number: _____

This form must be signed and filed with the Library prior to the meeting. ID may be requested. Only the completed reservation form will secure the reservation of a Meeting Room.

Fee Charged _____ Fee Paid _____ Date Paid _____