

BOTETOURT COUNTY LIBRARY
MEETING ROOM RESERVATION POLICY

PURPOSE:

The Botetourt County Library meeting rooms serve the public by allowing organizations and groups to use the meeting rooms when the rooms are not needed for activities sponsored in whole or in part by the library. Room reservation is on a first-come, first-served basis.

FEES:

All organizations that wish to reserve a meeting room must pay a fee in advance with the following exceptions: Botetourt County government and federal, state, and local educational institutions. Fees became effective February 1, 2011.

Fees for reservation of rooms:

Non-Commercial Organizations-	\$5 for up to four hours per use
Commercial Organizations-	\$25 for up to four hours per use
Custodial Fees -	\$20 per hour if room requires cleaning after use

The Library Board reserves the right to waive fees.

Any group whose stated or known policies discriminate with regard to race, religion and ethnic origin will not be allowed to use the library meeting rooms. The meeting room shall be open to the public at all times except for lawful closed sessions of governmental bodies.

APPLICATIONS:

1. An application must be received from groups who wish to use the room
2. The applicant must be at least eighteen (18) years old
3. Applications must be received at least forty-eight (48) hours before the requested meeting date
4. Fees must be paid prior to use of room.
5. Applicants who wish to use a room on more than one occasion must renew their application on an annual basis or as requested. No organization is granted regular use of a meeting room for an indefinite time.
6. Applicants who cancel meetings shall inform the library prior to the scheduled meeting time.
7. We will make reasonable accommodations pursuant to the Americans With Disabilities Act (ADA). We request that you give us notice of requested accommodations at least 72 hours in advance. For information or assistance, contact the library staff.

8. The Library Director may refuse use of a meeting room to any organization that violates the rules of use. Decisions may be appealed to the Library Board of Trustees.

DISCLAIMER:

The fact that a group is permitted to use the room does not in any way constitute an endorsement of the group's policies or beliefs by the library staff, the Library Board, or the government of Botetourt County.

GENERAL RULES:

1. All meetings at the Blue Ridge and Buchanan locations are to be held during normal library hours and must conclude ten (10) minutes prior to the time the library closes except with special permission. Meetings at the Eagle Rock and Fincastle locations may take place after library hours with permission.
2. The library staff is not responsible for setting up the meeting room for users.
3. Rooms must be left in good order at the conclusion of a meeting and must be re-configured to the original appearance.
4. Any damage to the library premises or equipment as a result of group use must be paid for by that group.
5. Groups consisting of youth under the age of eighteen (18) must be chaperoned by at least two adults.
6. No smoking or use of alcoholic beverages is permitted in the meeting room or other parts of the library.
7. The library assumes no responsibility for private property used on the library premises or left in the library after a meeting.
8. The library is not responsible for accidents.
9. Meeting room capacity must be observed at all times during the meeting. The library staff reserves the right to halt any meeting with an overflow crowd.
10. Groups using the room may not charge admission or ask for donations.
11. The library does not require personal information from program attendees.
12. Selling of goods and services is prohibited with the exception of activities related to the Botetourt County Library, the County of Botetourt, Friends of the Botetourt County Library, and state educational institutions.
13. Appropriate attire must be worn at all times.
14. Private social functions such as birthday parties, wedding showers, etc., are not permitted.
15. Light refreshments are permitted.
16. The library reserves the right to have law enforcement present at any meeting.
17. The library reserves the right to monitor all meetings held on its premises.
18. Any advertisements for an event at the library must identify the group or organization sponsor and the purpose of the meeting.

19. If the library is closed because of weather or other unforeseen circumstances, the use of the meeting room is cancelled and the registrant will be notified as soon as possible.

MAXIMUM MEETING ROOM CAPACITY:

Blue Ridge Library	—	49
Fincastle Library	—	90
Buchanan Library	—	49
Eagle Rock	---	90

Note: Seating Capacity is reduced by at least one-third when tables are used.

Adopted by the Botetourt County Library Board of Trustees September 25, 2014