



## MEETING ROOM RESERVATION AND USE POLICY

### PURPOSE:

Botetourt County Library's meeting rooms may be reserved by organizations and groups when the rooms are not needed for activities sponsored in whole or in part by the Library. Reservations are granted on a first-come, first served basis.

### FEES:

All organizations and groups 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.

### FEE SCHEDULE:

Community Rates	No fee	Community rates apply to not-for-profit groups or organizations, including hobby clubs, civic organizations, non-profit 501(c)(3) organizations, and local, state or federal government agencies outside of Botetourt County. Use must be non-commercial in nature.
Commercial Rates	\$25 for up to four (4) hours per reservation	Commercial rates apply to for-profit groups, organizations and businesses.
Custodial Fees	\$20 per hour	Rates apply if room requires cleaning after use

The Library reserves the right to waive fees.

### DISCLAIMER:

An organization's or group's use of a Library meeting room does not in any way constitute an endorsement of the organization's policies or beliefs by the Library, its staff, the Library Board, or the government of Botetourt County.

### PUBLIC MEETINGS:

Meeting rooms shall be open to the public at all times except for lawful closed sessions of governmental bodies.

### APPLICATION PROCEDURE:

- Organizations wishing to reserve a meeting room must complete an application and pay the applicable fee(s) and deposit.
- Completion of an application does not guarantee a room reservation. A reservation is considered confirmed when the applicant receives written confirmation from the Library.

- The Library reserves the right to cancel or amend any reservation for any reason without prior notice.
- Applicants and co-applicants who wish to reserve a room must be at least 18 years old.
- The applicant or co-applicant must be present for the entirety of the meeting reservation time.
- Applications must be received at least forty-eight (48) hours before the requested meeting date. Applications received with less than forty-eight (48) hours' notice may not be considered or reviewed.
- Fees must be paid prior to use of a room.
- Groups are limited to no more than six (6) active reservations, scheduled no more than three (3) months in advance, with the exception of one-time or annual events, which may be scheduled up to one (1) year in advance.
- Applicants who wish to use a room on more than one occasion must renew their application as required or requested. No organization is granted regular use of a meeting room for an indefinite time.
- The Library will make reasonable accommodation in compliance with the Americans with Disabilities Act (ADA). The Library requests that the applicant give notice of requested accommodations at least 72 hours in advance. For information or assistance, please contact Library staff.
- Applicants who cancel meetings more than 48 hours in advance shall receive a full refund of paid fees. If a reservation is not cancelled at least 48 hours in advance, fees may not be refunded. Repeated cancellations may result in the denial of future meeting room reservations at all Library locations.
- Library staff reserve the right to cancel any reservation if the applicant or co-applicant fails to arrive within 15 minutes of the start time. Repeated "no-shows" may result in the denial of future meeting room reservations at all Library locations.

#### GENERAL RULES:

- All meetings must be held during normal Library hours and must conclude ten (10) minutes prior to the time the Library closes except with special permission.
- Rooms must be left in good order at the conclusion of a meeting and must be reconfigured to the original appearance. Library staff are not responsible for setting up a meeting room or for resetting it after a meeting.
- Any damage to the Library premises or equipment as a result of use must be paid for by the applicant or organization using the room.
- All requirements of the Library's Patron Behavior Policy apply to meeting room use.
- Groups consisting of youth under the age of eighteen (18) must be chaperoned by at least two (2) adults.
- The Library assumes no responsibility for private property used on the Library premises or left in the Library after a meeting.
- The Library is not responsible for accidents, damage to personal items, or injuries sustained while using the facilities or while on Library grounds.
- Meeting room capacity must be observed at all times during a meeting. Library staff reserve the right to halt any meeting with an overflow crowd.
- Organizations using the room may not collect money from attendees, including charging admission, collecting fees (including membership fees) or asking for donations.
- The Library does not require personal information from program attendees. No organization or individual using a Library meeting room may collect attendees' personal

information for any for-profit gain or marketing purposes, nor may they collect attendees' personal information without their knowledge or consent.

- The selling or solicitation of goods or services, including high-pressure sales tactics, 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. Organizations may make literature available to attendees for informational purposes only.
- Private and/or primarily social functions such as birthday parties, wedding showers, receptions, reunions, etc., are not permitted.
- Light refreshments, such as snacks, may be served.
- The Library reserves the right to have law enforcement present at any meeting.
- The Library reserves the right to monitor all meetings held on its premises, with the exception of lawful closed sessions of governmental bodies.
- Any advertisements for an event at the Library must identify the organization or organization sponsor and the purpose of the meeting. The Library may be identified as a location only. Organizations reserving Library meeting rooms may not use the Library's logo or imply that the event is sponsored by the Library.
- If the Library is closed because of weather or 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	-	53
Buchanan Library	-	33
Eagle Rock Library	-	47
Fincastle Library	-	59

Seating capacity may be reduced by more than one-third when tables are used.

Approved by Library Board of Trustees, August 8, 2018

Revised and approved by Botetourt County Administration on October 28, 2021

Revised and approved by Botetourt County Administration on May 24, 2022