

## Heritage Public Library Meeting Room Policy

Both branches of our regional system have meeting rooms and study rooms that can be reserved. To reserve the study room, contact the branch. To reserve the meeting room please read our Meeting Room Policy on our website first.

Priority use of the Meeting Room is given to events sponsored by the library and/or the Friends of the Library. When otherwise not in use, the meeting room is available on a first-come, first served basis to the following groups

- Groups under the sponsorship or direction of HPL or its Friends group
- Non-profit, civic or charitable, tax exempt organizations serving Charles City or New Kent counties
- Responsible individuals or organizations within the counties not charging an admission fee
- For-profit enterprises that will use the facilities will pay \$100 for each use not to exceed 4 times per year.

The use of the Meeting Room is provided as a public service by the library and does not mean that the library advocates or endorses the viewpoints of meetings or meeting room users. Organizations reserving the Library meeting room may not use the Library's logo or imply that the event is sponsored by the library and may not include the libraries telephone number.

The meeting room is only available for use during the library's regular open hours. Any organization, group, individual, or enterprise desiring to use the meeting room must complete the appropriate application form at least 14 days prior to the event. Applications will be reviewed in the order that they are received so long as they do not interfere with already scheduled programs or meetings. The Library Director approves or disapproves each meeting room use and may suggest an alternate date/time. We do not accept requests for regular, continuous basis (for example the second Monday of each month).

Persons signing the reservation form must be at least 18 years of age, must have a HPL library card in good standing, must attend the function being scheduled in its entirety, and will be responsible for all meeting attendees. Governmental meetings are exempt from this requirement.

Every applicant who receives permission to use the building shall, during the time of such use, be responsible for the preservation of law and order on the property and be responsible for damage to the building and its contents while using same. Any individual or organization who abuses the property or fails to comply with all rules and regulations will not only be financially responsible for any damages, but also may be denied further use of the facility. Children must be under the supervision of a responsible adult at all times.

Computers and projection equipment belonging to users can be used in meeting rooms. The library cannot provide equipment or related items, such as AV carts, cables, laptops etc. Assistance from library staff will not be available for technology related issues. We cannot guarantee internet service, due to unplanned outages.

Food and beverages are not allowed in the meeting room.

Animals or pets are not permitted in the building unless proper paperwork for service animals can be provided.

All meetings must be free and open to the public

### Terms and Conditions:

- Persons signing the reservation form must be at least 18 years of age, must attend the function being scheduled in its entirety and have a HPL library card in good standing.
- Minors are not permitted in the meeting room unless under the direct supervision of a responsible adult.
- Except for government meetings taking place during library business hours, the person signing the reservation form must have a HPL account
- No library property may be taken out of the building for any reason

- Smoking, including vaping or e-cigarettes, the burning of candles, having an open flame or the consumption of alcoholic beverages are all forbidden.
- The library staff cannot watch children while parents are attending meetings. The person signing the reservation form should notify those attending the meeting of the regulation.
- The library is not responsible for items brought into the building by persons attending the meeting
- The person or organization reserving the meeting room shall assume all liability for personal and or property damages arising from their use of the meeting room and shall hold the library blameless on any action brought against the library as a result of their use of the meeting room.
- The furniture may be rearranged to suit your needs but must be returned to the original set up and general cleanliness before leaving. The use of decorations is prohibited
- The Meeting room must be vacated no later than 15 minutes prior to closing.

The meeting room may not be used for the following:

- Social gathering, including but not limited to birthday parties, wedding/baby showers, family reunions
- Events whose sole purpose is fund raising, unless it benefits the library
- Commercial purposes where buying, selling, and marketing takes place
- Any event where an admission is charged

By signing below I certify that I have read this complete policy and agree to the terms and conditions.

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Signature

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Contact information email and phone