



Community Meeting Room Policy Agreement

- All groups using the meeting room will assume responsibility for any damage to the room or its contents. Groups are responsible for their own set up of chairs and tables, and must clean up and return the room to the condition in which they found it within their reserved time. The room should be left in a neat and orderly condition. Groups will be held responsible for damages to any library facilities including the public restrooms and also including furniture, carpeting, window shades and technology equipment. Violation of these policies may result in denial of future room usage.
- Use of the community room must not interfere with, impede or disrupt the public's normal use of the Library. Loud talk or any use of the room that disturbs in any way the library or library users is prohibited. No signs, poster, displays, or decorations may be put up without prior permission.
- The fact that a group is permitted to meet at the public library does not in any way constitute an endorsement by the Library or administration of the group's policies or beliefs.
- Arrangements for the use of equipment need to be made ahead of time (prior to the reservation date) with library staff.
- Large groups (greater than 15 people) will arrange for parking that does not impede the parking of patrons of the library.
- If the meeting room is vacant, individuals may sign up with library staff to use the room as a quiet space.
- Groups may not leave items in the meeting room without the permission of the Director. The library will not be responsible to any damage or theft of items stored.
- The library may, at the Director's discretion, co-sponsor certain programs held in the library or community. Criteria used to determine co-sponsorship of program will be the same used to determine use of the meeting room. Staff will be involved in the planning or participation of a program the library is co-sponsoring. The library will promote the program it is co-sponsoring.

I have read and acknowledged the above statements, and I agree to abide by the Community Meeting Room Policy and understand that I will be held responsible for damages to the facility.

Patron Signature: _____ **Date:** _____

Staff Member Initials: _____ **Date:** _____

***If you need to adjust the window shades or divider, please ask a staff member for assistance.**

* Meeting room reservation forms will be kept on file for one year. In the event that the representative adult changes during the year, we'll ask that this form also be updated.

* Please alert staff when you are finished with the room so that they can check and lock it.

* In situations involving inclement weather, the community room user may not be notified of unexpected closings or late openings. Please check the Library Facebook page or website for information about business hours.

* Please contact Radford Public Library Director, Elizabeth Sensabaugh, if you have suggestions for improvement regarding the meeting room space by emailing Elizabeth.Sensabaugh@radfordva.gov or by calling 540 731-3621. We hope the room meets your needs. Thank you for using your Radford Public Library!