

Community Room Use Policy

Radford Public Library maintains community meeting rooms on the premises first and foremost for the purpose of hosting library events. In the interest of promoting civic engagement and well-being, these rooms will also be made available on a reservation basis to adults ages 18+.

Use of designated community meeting spaces is made available regardless of the beliefs or affiliations of the individuals or groups. Use of library facilities in no way implies any endorsement by Radford Public Library of the group's policies or beliefs.

Community Room Use Regulations

Use of the Community Meeting Room at the Radford Public Library will be subject to the following regulations:

- Library functions will have priority over any other use of the room. City of Radford government agencies have second priority. Non-profit community groups may use the meeting room at no charge.
- The meeting room is available for public gatherings of a civic, cultural, educational, or religious nature. Political gatherings with the purpose of holding a public candidate forum are also acceptable (but not candidate fundraisers).
- No admission fee may be charged for meetings and money should not be exchanged or gathered during meetings.
- Private and social gatherings (such as birthday parties, wedding/baby showers) are not allowed.
- All meetings held in the library meeting room should generally be open to the public.
- Organizations that are commercial will pay \$15 per hour for use of the meeting room and will be held to the meeting room policy. Retail sales (buying or selling) are prohibited unless directly related to library programming and with Library approval. The community room is generally not available for commercial use or for conducting personal business for which an individual is being paid.
- Reservations for the community room may be made for the current calendar month and the following calendar month.
- While some groups may use the room periodically, meetings must be renewed within the two-month time frame and cannot be scheduled in bulk more than a month in advance. Library staff will not be able to renew meeting times automatically without a meeting representative.
- In the interest of sharing this public space, the quantity of meetings is limited weekly. No group may reserve a room more than twice weekly unless a program is being offered with that group in partnership with RPL or an exception is being made for an internal City Department.
- Meetings should be limited to 50-60 people at maximum (depending on whether tables/chairs are needed) as directed by the Radford Fire Department per a safe maximum occupancy.
- Generally, meetings should coincide with the normal operating hours of the public library. Meetings that run past closing time or begin before opening time must make prior arrangements to do so. In such cases, the group will be responsible for ensuring that the doors are locked and the lights turned off before leaving. Groups that require a key to enter will be responsible for picking up the key ahead of time and returning it the next day. Regular library hours are 9am – 8pm Monday through Thursday and 10am – 5pm on Friday and Saturday. Additional information will be provided if a meeting room is requested. A library card account is required for use of the meeting room key.
- 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 should then return the room to the condition in which they found it. 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 any furniture, carpeting, window shades, and technology equipment. Violation of these

policies may result in denial of future room usage and in financial charges to recoup the cost of damages.

- 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, posters, displays, or decorations may be put up without prior permission.
- 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.
- Groups may not leave items or equipment in the meeting room for storage between meetings. The library is not responsible for any damage or theft of items stored.
- The library may opt to co-sponsor certain programs held in the library or community. Criteria used to determine co-sponsorship of a 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.

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

* 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 the library website at radfordva.gov/library 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.

Community Room Reservation Form

Name of Organization: _____

Purpose of Meeting(s):

Representative Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

I have been provided with a copy of the Community Room Use Policy. I have read and understand the policy and agree to abide by its terms. I understand that I will be held responsible for any damages to the facility

Patron Signature: _____ Date: _____

Staff Initials: _____ Date: _____

This form will be kept on file for one year, at which point a new reservation form will need to be filed. In the event that the representative adult changes during the year, we'll ask that this form also be updated.