

LYNCHBURG PUBLIC LIBRARY

MEETING SPACES POLICIES

Community Meeting Room Main Library

The Lynchburg Public Library Community Meeting Room is open to organizations engaged in educational, cultural, intellectual, or charitable activities.

Use of the Library's Community Meeting Room may be denied to any group which fails to comply with the following:

- ❖ A group may use the CMR a maximum of four (4) times per month.
- ❖ Doors to the CMR will be unlocked fifteen (15) minutes before the scheduled meeting time.
- ❖ Set-up time must be included when making reservations.
- ❖ Doors will be locked fifteen (15) minutes after the meeting is scheduled to end.
- ❖ Meetings lasting longer than the time scheduled will be charged an additional fee.
- ❖ Kitchen facilities are available, check box on the application if you need to use the kitchen.
 - Light refreshments may be served. No alcohol.
 - Groups must provide their own utensils & leave the kitchen in order at the end of the meeting.
 - Any outside equipment must have prior approval.
- ❖ The group will be responsible for leaving the CMR in the condition in which it was found.
- ❖ The group accepts full responsibility for proper conduct of those attending the meeting.
- ❖ The group will be financially responsible for any damage that occurs during its use of the room.
 - Charges for janitorial services may be assessed at the library's discretion.
- ❖ When the CMR is to be used by organizations of students or other young people, an adult sponsor must make the reservation and must be present and responsible for the entire meeting.
- ❖ Adults attending meetings are responsible for their children.
- ❖ No admission fee may be charged to attend a meeting.
- ❖ Nothing may be sold on the Library premises.
- ❖ The library name and address must NOT be used as the official address or headquarters of a group.
- ❖ Must use your group/organization name for any publicity: mailers, TV, radio or newspaper ads, etc.
 - The Library may not be identified as a sponsor without its authorization.
- ❖ Smoking is not permitted on Library premises.
- ❖ **Absolutely NO parking or driving on the sidewalk!**

The Library reserves the right to move a meeting to another suitable location within the Library or, in extreme situations, to cancel a reservation.

The Library will not be responsible for items left in the CMR.

Community Meeting Room Details – MAIN LIBRARY

- FEES:** \$50.00 –first two hours
\$15.00 –each additional hour
- HOURS:** Monday, Wednesday, Thursday, Friday & Saturday 9:30 AM until 5:00 PM
Tuesday 9:30 AM until 7:30 PM
- CAPACITY:** 260 Maximum Capacity; 133 with tables and chairs. This does NOT guarantee that maximum tables and chairs will be available. Please confirm when making your reservation. Tables and chairs will be set up as closely as possible to user’s request.
- EQUIPMENT:** No additional Charge: podium, audio system, wireless microphone, LCD projector, dry erase board, flipchart easel – must bring your own paper. In order for the equipment to be available, it must be requested on the application. The group will be responsible for the equipment while in their possession.
- RESERVATIONS:** Requests for use may be made via online or in person; however a completed application must be submitted and payment received to be an approved reservation.
- PAYMENT:** Cash, Check- payable to: Lynchburg Public Library, Visa or Mastercard
Payment must be received no later than the week before your scheduled meeting.
If we do not receive payment, your meeting will be not be added to the schedule.
- CANCELLATIONS:** In the event of cancellation, you are still responsible for any fees when less than twenty-four hour notice is given – inclement weather excluded. For **fee-exempt** groups, the library will charge \$25.00 for cancellations when less than twenty-four hour notice is given or in the event of a no-show – inclement weather excluded.
- OTHER:** Separate entrance around the left side of the building when facing the library.
Restrooms conveniently located in meeting room lobby.
Ability to access the Library’s Wi-Fi.
Absolutely NO parking or driving on the sidewalk!
- CONTACT INFORMATION:**
- Lynchburg Public Library
2315 Memorial Ave
Lynchburg, VA 24501
455-6330
library.reservations@lynchburgva.gov
lynchburgpubliclibrary.org

Quiet Study Room Main Library

FACILITIES: The Lynchburg Public Library currently has one study room that is available during normal library hours for individual study, small group study, and tutoring. The room occupancy is limited to two (2) people at a time. If more than one person wishes to use the room, both must be working together on a project or be in a tutoring session together.

RESERVATIONS: Study rooms may be reserved via online, at the Adult Services Desk by phone (434-455-6310) or in person by an individual or a representative of a group. Advance reservations are recommended. Walk-in requests will be honored depending on room availability. Any individual or group is limited to 2 consecutive hours per day.

The room may be reserved for up to three (3) days per calendar week. Any exceptions will be at the discretion of an Adult Services Librarian.

Reservations can be made up to one week ahead for the following calendar week. Reservations will be held for 15 minutes past the reservation time before the room is released to another user.

Anyone wishing to use the room for an extended number of weeks must get approval of an Adult Services Librarian. **Due to limited space, the library may not be able to accommodate the request.**

GUIDELINES FOR USE:

- Individuals or group representatives must check in at the Adult Services Desk to use a study room.
- No food is permitted in the study room. Beverages in covered containers are allowed.
- The room must be left in clean condition.
- The window in the room may not be covered at any time.
- The room is not intended to be used as an office or place of business.
- The room may be reassigned if it is left unattended for more than 15 minutes.
- The library reserves the right to remove unattended belongings.
- The study room will be monitored. Library staff members have the authority to expel individuals who violate the guidelines for use or are otherwise behaving improperly.
- LPL assumes no responsibility for unattended personal belongings.
- The study room is not sound proof, so please be mindful of the conversation level.
- Proctored tests—regular reservations policies apply. Time may be extended at the discretion of the librarian and is subject to room availability.
- Misuse of the study rooms and rules governing use or damage to study rooms may result in loss of library privileges.