

LYNCHBURG PUBLIC LIBRARY

Community Meeting Room Policies

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 twelve (12) times per year.
- ❖ 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

- FEES:** \$50.00 –first two hours
\$15.00 –each additional hour
- HOURS:** Monday thru Friday 9:30 AM until 8:00 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:** podium, speaker with wireless microphone, LCD projector, dry erase board, flipchart easel – must bring your own paper, TV/VCR, and TV/DVD
There is no additional charge to use any equipment. 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 telephone, email or in person; however a completed application must be received for your request to become a 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 removed from 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
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Lynchburg, VA 24501
455-6330
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