

## Community Meeting Room Policy

Use of the Pulaski County Library System's Community Meeting Rooms at the Pulaski Public Library and the Charles and Ona B. Free Memorial Library will be subject to the following regulations:

1. Library functions will have priority over any other use of the room. All other applications will be considered on a first come, first serve basis.
2. The library meeting room is available to local non-profit organizations for meetings of an educational, cultural, or civic nature, on an equitable basis, but not for social gatherings nor for commercial purposes. All meetings must be open to the general public.
3. No admission may be charged and no sales may be conducted unless sponsored by the Library Board or the Friends of the Library.
4. Groups scheduling meetings may schedule no more than three months in advance; regularly scheduled meetings must be renewed at three-month intervals to give new users an equal chance to reserve the room. No group may reserve a room for more than 52 times in a single year or five days in a single month.
5. Generally, meetings should coincide with the normal operating hours of the public library. Organizations wishing to hold meetings that begin prior to library opening, or end after library closing, must make prior arrangements to do so. All keys issued shall be returned immediately after the meeting or no later than the following workday. Failure to return keys promptly may jeopardize further use of the meeting room.
6. The library can assume no responsibility for private property used on library premises.
7. Organizations holding meetings assume responsibility for any damage to the room or its contents, and shall indemnify the county for damages resulting from use of the meeting room. The group using the room is responsible for its own set up of chairs and tables, and must clean up and return the room to the condition in which it was found. Groups will be held responsible for damages to any library facilities, equipment, materials, and furnishings.
8. No smoking is permitted in any part of the library.
9. Only light refreshments may be served. In accordance to Section 4-78 of the Code of Virginia, no alcoholic beverages may be consumed in public places.
10. The fact that a group is permitted to meet at the public library does not in any way constitute an endorsement by the Library Board or administration of the group's policies or beliefs.

Adopted: September 29, 2009