

Loudoun County Public Library Meeting Room Guidelines

Available space varies significantly among Library branches and not all branches can accommodate meeting room use by outside groups or individuals at all times. The branch manager (or designee) reserves the right to refuse groups the use of Library meeting rooms whenever, in his/her best judgment, the use does not conform to these guidelines or Library policy.

Use of Library meeting rooms may be permitted under the following conditions:

1. All meetings must be open to the public.
2. No group is permitted to bar others from entering the room unless necessary to comply with fire code capacity limits.
3. Meeting rooms may not be used for parties or personal events.
4. Meeting rooms may be reserved up to 60 days in advance for use by groups of 3 or more people.
5. Meeting rooms may be reserved up to 1 day in advance for use by individuals or groups of less than 3 people.
6. The Library reserves the right to limit usage to 10 hours per group, per month, throughout the Library system.
7. The sale of goods or services, admission fees, and/or solicitation of donations or personal information is prohibited.*
8. The group/individual booking the meeting room must provide proper supervision at all times.
9. The authorized representative of the group is responsible for the good condition of the meeting room and must report any damage to the room or its contents to library staff.
10. The group is responsible for setup and cleanup of the room and furniture. Appropriate time before and after the meeting for these purposes should be included in the booking time.
11. The name, address and/or phone number of the Library may not be used as the official address of any group using Library facilities, nor may any non-library group using Library facilities publicize its activities in such a way as to imply Library sponsorship.
12. If publicity for the meeting includes the Library's address, the group must add, "This meeting is not sponsored by Loudoun County Public Library," to any printed or online announcements.
13. The Library's meeting rooms are available during normal operating hours. Individuals or groups engaged in official government business for federal, state, county or town governments may use the meeting rooms at other times as authorized by the branch manager.
14. In the case of library closures due to weather or other unforeseen circumstances, the Library will make every effort to contact via email the individuals who reserved meeting rooms. Individuals are responsible for notifying meeting attendees of cancellation due to library closures. During severe weather events, please call the library branch or check library.loudoun.gov for operating status updates.
15. Meeting room users are not covered by the County of Loudoun's liability insurance.

**Only library-sponsored presenters, library support groups, and local or federal government groups either sponsoring or co-sponsoring a program, may charge an admission fee or sell a product.*

12. Library Facilities

Library facilities refers to all space occupied or used by the Library, including the buildings themselves, lobbies, meeting rooms, display areas, grounds, parking lots, and common areas. No group or individual shall be excluded from equal access to Library facilities because of sex, race, religious or political persuasions or views. Groups and individuals eligible to use Library facilities may do so free-of-charge. Library facility use does not constitute the Library's endorsement of the beliefs, ideas, or policies expressed by groups or individuals using the space. Library facility users must comply with the [Library Rules of Conduct](#) policy and all applicable laws including; but not limited to, the Code of Virginia, the Codified Ordinances of Loudoun County, and any town ordinances for those libraries located within incorporated towns.

The Library Branch Manager (or designee) must give advance permission for use of Library facilities. Library-sponsored programs and activities take precedence over other activities. Use by outside groups or individuals may not interfere with library operations. All meetings must be open to the public. Outside groups or individuals using Library facilities may not limit or restrict attendance except for fire code capacity limits. The Branch Manager (or designee) reserves the right to refuse or terminate the use of Library facilities whenever; in the manager's best judgment, the use does not conform to library policy or poses health or safety risks.

Use of Library facilities may be permitted under the following conditions:

1. Meeting room users must accept and adhere to the Meeting Room Guidelines. (Addendum N)
2. The sale of goods or services, admission fees, and/or solicitation of monetary donations or personal information is prohibited.
3. Petition signing must be conducted outside Library buildings at a minimum distance of 25 feet from building entrances. Users must submit a Drive or Petition application (Addendum O).
4. Communication between those using library facilities and other library customers is permitted only when initiated by the customer.
5. Lobby use is restricted to non-partisan voter registration, blood drives, and Library-sponsored events or activities. Users must submit a Drive or Petition application (Addendum O).

In order to maintain a welcoming environment and ensure free and unimpeded access to the Library and its services, facility use may be denied based on available space or the requested activity. The Library also reserves the right to place additional limitations on facility use at any location due to varying demands at those locations.

Use of the following is restricted to the Library, library support groups, and federal, state, or county government agencies:

1. Unattended collection bins.
2. Signs, emblems, banners, etc., displayed or posted on the Library building or grounds.
3. Library parking lots, unless such facilities are shared.

Loudoun County Government and the Library are not liable for damages caused to the user or his or her property while using library facilities, and Loudoun County and the Library will be held harmless from

any liability to third parties for injury caused by any persons or groups while using library facilities.
Meeting room users are not covered by the County of Loudoun's liability insurance.

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