

**Subject: Community Rooms**

**Purpose:**

The Montgomery-Floyd Regional Library provides the community with meeting and gathering space that facilitate the sharing of ideas, whether the information sharing originates with the library, other governmental organizations, or with community groups.

**Policy:**

The Montgomery-Floyd Regional Library community rooms may be reserved 3 months in advance and are available on a first come/first serve basis to:

- Governmental agencies
- Educational and school groups
- Non-profit organizations
- Community and civic/service groups
- Political gatherings with the purpose of holding a public candidate forum; and political parties recognized by the State (but not candidate fundraisers)
- Churches and other religious groups
- Study and tutor groups
- Businesses for education/training purposes only

All rooms are made available on an equitable basis, regardless of the beliefs or affiliations of the groups requesting their use. Use of the community room must not interfere with, impede or disrupt the public's normal use of the library (decision made by the Library Director.)

Permission to use the community rooms does not constitute an endorsement by the MFRL Board of Trustees of a group's policies or beliefs.

Library programs, staff training, and meetings sponsored by the library, MFRL Board of Trustees, MFRL Foundation, and Friends of the Library have first priority. Use of meeting rooms as a voting site has precedence over any other activity.

Community rooms may not be used for the following:

- Social gatherings, including but not limited to birthday parties, wedding/baby showers, family reunions
- Events whose sole purpose is fund raising, unless it benefits the library
- Commercial purposes where buying, selling, and marketing takes place with the exception of library programs
- Any event where an admission is charged

**Guidelines:**

- Room reservation requests may be made in person, by telephone, fax or completed from the Library's website ([www.mfrl.org](http://www.mfrl.org)); however, notification by a staff member and completion of the COMMUNITY ROOM REQUEST FORM is required at the community room location to confirm any reservation requests
- The name, address, phone number and logo of the Library may not be used as the official address of any organization using the community rooms nor may any non-library group using the meeting rooms publicize its activities in such a way as to imply library sponsorship. The Library will not take registration for or answer questions about a non-library group's use of the community room.
- Large groups (20+ participants) using the Blacksburg Library during open hours are asked to have members use the Kent Street parking garage or street parking.
- The Library does not provide storage for any equipment used by groups, nor is the Library responsible for anything left in the community rooms.
- The individual representing the group must arrange in advance with a designated staff person for instruction in use of available equipment (TV/DVD.)
- The use of alcoholic beverages on Library property is prohibited with the exception of approved fundraising events sponsored by the MFRL Board of Trustees, MFRL Foundation, Floyd Endowment and the Montgomery County/Floyd County Friends of the Library. The use of all tobacco products inside the buildings or in close proximity to the egress is prohibited.
- The library does not provide setup or housekeeping services. It is the responsibility of the organization to return the room to its original furniture arrangement and cleanliness.
- All groups using the community rooms assume responsibility for all damage to the rooms, contents and equipment.
- All groups using the community rooms must designate an adult individual who will be responsible to the Library Board of Trustees. Groups composed primarily of young people must have a responsible adult (i.e. someone 21 years or older) make the reservations and be present during any scheduled meetings.
- The group representative will be billed for damages and cleaning expenses which result from, but not limited to, improper disposal of food and trash, unemptied coffee pots, or other specific lack of cleanliness. In the event a group fails to comply with the above guidelines, they may forfeit the opportunity to use the library community rooms in the future.

- Groups who need to cancel use of the community room should contact the Branch Library immediately.
- In the event that the library has to cancel a meeting, the library will give the group as much notice as possible.
- The community rooms may be used any day of the week between the hours of 8:00AM and 11:00PM.
- An exception to this policy may be made by the Library Director
- Community room occupancy is determined by the Fire Marshall of Montgomery or Floyd Counties. Specific occupancy information can be obtained from the following Branch Libraries.
  - Christiansburg Library ~ 382-6965; Fax 382-6964
  - Blacksburg Library ~ 552-8246; Fax 552-8265
  - Jessie Peterman Memorial Library ~ 745-2947; Fax 745-4750
  - Meadowbrook Library ~ 268-1964; Fax 268-2031

**References:**

- **Library Bill of Rights** (Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.) Endorsed by the MFRL Board of Trustees on November 15, 2000; April 20, 2011.

**Attachments:**

- Reservation Form (4/16)

**Approval:**

**Montgomery-Floyd Regional Library Board of Trustees**

August 12, 1977; revised July 13, 1983; February 19, 1986; March 16, 1994; September 1997; September 19, 2001; April 21, 2004; September 16, 2009; May 15, 2013, April 20, 2016.



April 20, 2016

Date

Margaret Christle, Chair

# Montgomery-Floyd Regional Library Community Room Request

***Blacksburg Library***

200 Miller Street  
Blacksburg, VA 24060  
540-552-8246 / (Fax) 540-552-8265  
Maximum Occupancy - 187

***Christiansburg Library***

125 Sheltman Street  
Christiansburg, VA 24073  
540-382-6965 / (Fax) 540-382-6964  
Maximum Occupancy – 150

***Jessie Peterman Memorial Library***

321 W. Main Street  
Floyd, VA 24091  
540-745-2947 / (Fax) 540-745-4750  
Maximum Occupancy – 90

***Meadowbrook Public Library***

267 Alleghany Spring Road  
Shawsville, VA 24162  
540-268-1964 / (Fax) 540-268-2031  
Maximum Occupancy – 100

I am an authorized representative of the organization listed below. I have read and agree to comply with the regulations and procedures detailed in the Community Room Policy and Procedures for Use. I understand that I will be held, as the group's representative, responsible to the MFRL Board of Trustees for cleanup and damages. I understand that I cannot charge admission or a fee, nor can I sell anything while using the community room.

Organization \_\_\_\_\_

Adult Representative \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Phone # \_\_\_\_\_

Date Room Desired \_\_\_\_\_

Time From \_\_\_\_\_ To \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Library Use Only</b>				
*Room	CR _____	CR1 _____	CR2 _____	Conference _____
Request Approved by	_____		Date	_____
Request Denied by	_____		Date	_____
Keys Picked up by	_____		Date	_____
Keys Returned by	_____		Date	_____
*Check room that is being reserved and is specific for your library.				