



# City of Virginia Beach

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## DEPARTMENT OF PUBLIC LIBRARIES

### Policy

<b>Title:</b> Meeting Rooms	<b>Policy Number:</b> VBPL-POL-0017
<b>Effective Date:</b> January 1, 2019	<b>Date of Revision:</b> March 5, 2023

### 1.0 Purpose and Need

- A. Meeting rooms may be booked by customers in order to support the quality of life of the community. The provision of meeting space supports the mission of the Virginia Beach Public Library in its roles as a community builder, the Library as a place, and providing access to information. Meeting room use is designated for events that are educational, civic, and cultural in nature.
- B. The Virginia Beach Public Library reaffirms Article 6 of the American Library Association's "Library Bill of Rights":  
*Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

### 2.0 General Guidelines

- A. The Library's meeting rooms are used primarily for library programming, library-sponsored events, and library staff training. First priority in the use of meeting rooms will be given for these purposes.
- B. All meeting rooms are available on a first-come, first-served basis.
- C. The Library reserves the right to place additional limitations on the use of meeting rooms at various library locations due to varying demands at those locations.
- D. Community groups, individuals, non-profit organizations, and for-profit businesses may book meeting space no more than twenty-four (24) times per year at all library locations. The Tidewater Community College (TCC)/City Joint-Use Library meeting room is available to community groups and non-profit organizations only.

- E. Meeting rooms are not to be used for parties in general, including but not limited to, birthday parties, showers, weddings, funerals, or family reunions.
- F. Meeting space may not be used for the sale of goods or services, or the collection of money for tickets, admission, or fundraising. Exceptions may be made for Virginia Beach Public Library-sponsored programs or events. Non-profit membership-based groups may collect organizational dues in meeting rooms.
- G. A Facility Rental Agreement must be received prior to use of the meeting space. A new Facility Rental Agreement must be submitted with each new reservation.

### 3.0 Rental Rates

- A. Meeting space capacities and rental rates are as follows:

Location	Room/Seating Capacity	Rental Rates
Bayside Special Services Library	Meeting room/38 seats	\$20 per hour \$10 per half hour
Great Neck Area Library	Meeting room/36 seats	
Kempsville Area Library	Meeting room/50 seats	
Oceanfront Area Library	Meeting room/33 seats	
Princess Anne Area Library	Meeting room/26 seats	
Meyera E. Oberndorf Central Library	Auditorium/248 fixed seats Folio room/75 seats Libris room/75 seats Folio and Libris rooms together/150 seats	Auditorium \$40 per hour, \$20 per half hour Folio & Libris rooms \$30 per hour, \$15 per half hour Folio & Libris together \$60 per hour, \$30 per half hour
TCC/City Joint-Use Library	2 meeting rooms/25 seats each Meeting rooms combined/50 seats	No cost

- B. Government Training and Official Business. Federal, state, and local government agencies may schedule meeting space for conducting official business. There is no limit to the number of bookings per government agency per year. There is no fee for government-sponsored programs or trainings.
- C. Educational Programs. Educational institutions at all levels, both public and private, may schedule meeting space for the presentation of information programs or classes. There is no limit to the number of bookings per institution per year. There is no fee for government-funded educational institutions. Private or for-profit educational institutions will be charged the applicable fees.

#### **4.0 Reservations/Availability**

- A. Reservations are made via the Library's online reservation system, accessible at [www.vbgov.com/libraries](http://www.vbgov.com/libraries). Requests for payment and confirmations are also sent through the online system.
- B. Reservation bookings are made in six-month blocks (January through June and July through December) and usually open on the first working day in April and October for the coming six-month period. Meeting rooms cannot be reserved in advance of the scheduled booking dates.
- C. Access to meeting rooms will not be allowed before or after library operating hours. Any event held in a library meeting space must end fifteen minutes prior to closing time.
- D. Meeting rooms are available for a minimum of 30 minutes and a maximum of a full day, at increments of 15 minutes.
- E. Except for the meeting spaces at the Meyera E. Oberndorf Central Library and TCC/Joint Use Library, if a meeting room is not booked it can be used for open study. Doors must remain open and the lights must be on to indicate that the room is available to multiple users. If a group wishes to pay for the use of a meeting room during open study, the group takes precedence. Library audio-visual equipment cannot be used by those using the room for open study.

#### **5.0 Payment**

- A. Payment is due within 10 business days of confirmation and prior to using the room. Non-payment will result in cancellation. Accepted forms of payment are cash, check, and credit card, payable either at the branch service desk or by calling the branch office with credit card information. Checks are to be made payable to City of Virginia Beach Treasurer.
- B. To receive a refund, 48 hours' advance notice of cancellation is required. Note: Refunds of payments made by credit card will be processed immediately to the same card used for original payment; if original card is not available, then refund will be by check. If original payment was made by cash or check, refund will be in the form of a check, mailed within 45 days of the cancellation request and receipt of a signed Customer Refund Form.
- C. Refunds will be made in the event the library is closed by the City. Every effort will be made to contact the group/individual as soon as the closing is determined.
- D. The Library retains the right to cancel a reservation and will make every effort to accommodate the group/individual.
- E. Returned checks will result in a \$35 fee and cancellation of booking. Remaining/future payments to the City of Virginia Beach must be paid by cash, credit/debit card, or money order for one year.

## **6.0 Food and Drink**

- A. Food and/or beverages may be served in library meeting rooms. At the Meyera E. Oberndorf Central Library, no food or drink is permitted in the auditorium and the spaces adjacent to the meeting rooms.
- B. Beer and wine are permitted in the Meyera E. Oberndorf Central Library meeting facility only when the library is closed for Library-sponsored events and only with the written approval of the Director of Libraries or their designee. A Virginia Alcoholic Beverage Control Special Event license is always required.

## **7.0 Equipment**

- A. Presentation equipment must be requested prior to the program date. There is no additional cost for use of the equipment. Groups are responsible for equipment usage and for any damages. Staff is not available to assist with presentation equipment in the meeting rooms.
- B. Wireless internet access is available in all Virginia Beach Public Library locations, but connection is not guaranteed. At the TCC/City Joint-Use Library, wireless internet access must be requested at least one week in advance of each reservation date.
- C. Groups bringing a laptop to connect to the library audio-visual equipment are responsible for connecting their own equipment and for operation of their laptop, to include bringing required connecting cables. Customers are not permitted to connect their own equipment to the projector at the TCC/City Joint-Use Library.
- D. The Meyera E. Oberndorf Central Library auditorium projection room is operated solely by library staff. Connections to the equipment are located on the stage for use by customers.

## **8.0 Penalties for occupying meeting space beyond reserved time**

- A. First occurrence: a fee equal to the regular reservation rate for the space will be assessed and due immediately. This fee must be paid before leaving the library at the end of the reservation.
- B. Second occurrence: a fee of \$50 will be assessed and due immediately. This fee must be paid before leaving the library at the end of the reservation.
- C. Third occurrence: reservation privileges will be revoked for a period of three months. This ban will be effective at all VBPL locations.

Approved by:



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Kimberly B. Knight, Director of Libraries

## Meeting Room Terms and Conditions of Use

1. The person reserving the meeting space must be 18 years or older and must be an authorized agent of the organization or group. There must always be at least one adult 18 years of age or older in the room.
2. The Library's Acceptable Behavior Policy must be observed by all attendees. Meeting noise/voice levels must not disturb other library customers. At the Meyera E. Oberndorf Central Library, this includes not disturbing groups in adjacent meeting rooms.
3. Groups may not collect money for merchandise, tickets, admission, tuition, or fundraising during reserved room time. Non-profit membership-based groups may collect organizational dues in meeting rooms.
4. Use of library meeting space does not imply Library endorsement of the group or information being presented. Any publicity, including brochures, flyers, radio and television announcements, newspaper ads, etc. must carry the name and contact information of the individual or organization sponsoring the meeting. The library must not be identified or implied as a sponsor. The library telephone number may not appear on the publicity. Groups must not use the library logo, use the library as a mailing address, or include the library in marketing materials except as the location of the event.
5. Groups/individuals must include setup and cleanup time when making reservations. No extra time is given for this; it must be within the reserved time.
6. No flame of any kind (open or in containers) or fire hazards are permitted. Fire exits must remain clear at all times.
7. At Meyera E. Oberndorf Central Library, dancing or other activities that involve pounding or stomping on the stage floor, or wearing tap shoes or boots, are prohibited in the auditorium.
8. Groups or individuals that have reserved a meeting room must not display signage, tents, merchandise, or furnishings outside of the meeting space or outside the building, unless given written permission by the Branch Manager. Tape or adhesives are not to be used on the floor, seats, walls, or painted surfaces in or outside the meeting rooms.
9. A \$25 cleaning fee will be assessed to groups/individuals using the room if a library facility requires more than routine cleaning due to improper disposal of food or trash, un-emptied coffee pots, or other improper use or lack of cleaning.
10. Repair or replacement cost due to damage to the facilities, furnishings, and/or equipment will be billed to the organization or individual. The City of Virginia Beach is the sole determiner of who performs repairs on City property. At the TCC/City Joint-Use Library, Tidewater Community College is the sole determiner of who performs repairs.

11. The library cannot guarantee privacy for any meeting. Staff reserve the right to enter the meeting room at any time. The kitchen at the Meyera E. Oberndorf Central Library is shared by groups in both meeting rooms.
12. For groups including children, the Library endorses the staff-to-children ratio requirements as defined by the Virginia Department of Social Services, Division of Licensing/Children's Programs, and it is expected that the group will follow these requirements.
13. No material can be stored in advance for groups using library meeting rooms. Group members are responsible for their own belongings.
14. Total number of people in the room cannot exceed posted occupancy loads as per the City of Virginia Beach Fire Code.
15. The library is not responsible for taking registration for non-Library events.
16. The library reserves the right to revoke meeting room privileges if the meeting room policy and facility rental agreement are not followed.