

Addendum A

Meeting Room Guidelines

Available space varies significantly among branches and not all branches can accommodate every need or request. The Branch Manager (or designee) reserves the right to refuse groups the use of meeting rooms whenever, in his/her best judgment, the use does not conform to these guidelines or LCPL policy.

Use of 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 three or more people.
5. Meeting rooms may be reserved up to one day in advance for use by individuals or groups of less than three people.
6. LCPL reserves the right to limit usage to 10 hours per group, per month, throughout the LCPL system.
7. The sale of goods or services, admission fees, and/or solicitation of donations or personal information is prohibited.*
8. The group or individual booking the meeting room must always provide proper supervision.
9. The authorized representative of the group is responsible for maintaining the condition of the meeting room and must report to staff any damage to the room or its contents.
10. The group or individual 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 LCPL facilities may not be used as the official address of any group, nor may any non-LCPL group using facilities publicize its activities in such a way as to imply LCPL sponsorship.
12. If publicity for the meeting includes an LCPL address, the group must add, "This meeting is not sponsored by Loudoun County Public Library," to any printed or online announcements.
13. 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 closures due to weather or other unforeseen circumstances, LCPL 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

closures. During severe weather events, please call the 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 LCPL-sponsored presenters, support groups, and local or federal government groups either sponsoring or co-sponsoring a program may charge an admission fee or sell a product.*