

Addendum A

Room Use Guidelines (Meeting and Study Rooms)

Meeting and study rooms are shared community resources available for public use in accordance with **Loudoun County Public Library (LCPL)** policies and guidelines. Available space varies significantly among branches, and not all locations can accommodate every request.

Room use must comply with **LCPL Policy 3: Facilities Use** and **Policy 11: Rules of Conduct**, as well as all applicable federal, state, and local laws.

The Branch Manager (or designee) reserves the right to refuse use of meeting or study rooms whenever, in their best judgment, the use does not conform to LCPL policy or poses a health or safety risk.

Meeting Room Guidelines

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

1. **Groups of three or more** may book a meeting room up to 60 days in advance.
2. **Individuals or groups of two** may book a meeting room within 24 hours by calling their preferred meeting location.
3. All meetings must be **open to the public** and may not be used for parties or celebratory events. The intended use is for group activities that adhere to LCPL's Rules of Conduct. Groups may not bar others from entering the room unless necessary to comply with fire code capacity limits.
4. Groups are limited to **10 hours per month** throughout the LCPL system.
5. The sale of goods or services, admission fees, and/or solicitation of donations or personal information is prohibited.*
6. Groups are **responsible for the setup and cleanup** of the room. Reservations should include time before and after the meeting in their booking time.
7. The individual booking the meeting room must always **provide proper supervision**. Any damage to the room must be reported to staff.
8. The name, address, and/or phone number of LCPL facilities may not be used as the official address of any group.
9. Non-LCPL groups may not publicize their activities in such a way as to imply LCPL sponsorship. **All print and online publicity that includes an LCPL address must say: "This meeting is not sponsored by Loudoun County Public Library."**
10. Meeting room users are not covered by the County of Loudoun's liability insurance.
11. Meeting rooms are available during **normal operating hours**. The Branch Manager may authorize use outside of those hours for government groups engaged in official government business.

12. In the case of emergency closures, LCPL will make every effort to contact meeting room organizers via email. For operational status updates during severe weather events, please call the branch or check library.loudoun.gov.

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

Study Room Guidelines

Use of study rooms may be permitted under the following conditions:

1. Study rooms are available on a **first-come, first-served** basis.
2. Study room use is allocated for **2 hours per day per person/group**. Additional time is permitted only if no one else is waiting.
3. Leaving bags or personal items unattended is prohibited.
4. Groups are limited to the posted room capacity for each study room.
5. Users are responsible for the setup and cleanup of the room.
6. Additional furniture may not be brought into the room without advance staff permission.

Violation of these guidelines or the associated LCPL policies may result in the loss of library privileges.