

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.*