

USAGE OF STUDY ROOM, CONFERENCE ROOM AND COMMUNITY ROOM

GUIDELINES FOR STUDY ROOMS

The intended purpose of Culpeper County Library's study rooms is to provide small groups who are working on projects to work together in an environment conducive to small groups without disturbing those around them free of charge.

The capacity of each of our smaller study rooms ranges from two (2) to six (6) persons. For the larger study room, capacity ranges from five (5) to twelve (12) persons. Seating capacity is limited by the fire code and is posted in each room.

Requests for use of the study rooms are made online or with the Library employee at the Information Desk. The name, telephone number of the person assuming responsibility for the room, and time period for use of the room must be provided at the time of the reservation.

Study rooms may be reserved by groups of two (2) or more up to two (2) months in advance and are on a first come, first serve basis while adhering to the following guidelines:

- NO FOOD is allowed in any of the study rooms. Individual covered, non-alcoholic drinks are allowed.
- Study rooms are available only during regular Library hours.
- Study Rooms 1 & 2 are intended only for small groups between 2-6 individuals.
- Study Room 3 is intended for larger groups of 5-12 individuals. If Study Rooms 1 & 2 are occupied, then a smaller group may use this room.
- Study room reservations must be made in advance.
- The Library reserves the right to ask individuals already using a study room to vacate to another more appropriate space, if available, to accommodate a group which would fit the initial space better.
 - Example: there are 2 individuals in Study Room 3 and a group of 7 individuals are in need of a meeting space. If Study Room 1 or 2 are available, then move the 2 individuals to a smaller room to accommodate the larger group.
- Study room reservations will be held for 15 minutes after the start time indicated in the study room book without prior notification to library staff. If the person who

reserved the room has not appeared within 15 minutes, the group may lose its reservation and the room may be booked to another group.

- Library staff will attempt to notify individuals and groups after the second no call/no show. Study room reservation privileges may be revoked if the person or group does not show up or cancels three or more times during a period of 12 months.
- The Library is not responsible for any lost or stolen property.
- The Library reserves the right to deny use of the Study Rooms to anyone that violates the Library's behavior guidelines.
- Study rooms are available for walk-in on a first come first serve basis only.
- There is no sleeping in any of the study rooms.

GUIDELINES FOR USE OF CONFERENCE ROOM

The Conference Room is available for public meetings of a civic, cultural, or educational character, but is not available for social gatherings, entertainments, dramatic productions for money-raising or commercial purposes.

The Conference Room is subject to the following regulations:

- NO FOOD is allowed in the Conference Room. Individual covered, non-alcoholic drinks are allowed.
- The Culpeper County Library retains the right to cancel a reservation granted to an outside group for the Conference Room. In the event of cancellation, as much notice as possible will be given.
- The Conference Room will be available only during the hours that the library is open. Reservations need to take in to account time for set up and clean up. Groups are responsible for their own set up and the room is to be put back in the order as it was found.
- There is no fee for the use of the Conference Room nor may the user charge a fee for attendance at meetings. The exception is in the case of paid registration of a library-sponsored seminar or workshop where the fee would cover the cost of a speaker or leader.
- Smoking is not allowed.
- Attendance in the Conference Room is limited by the fire code to 20.

- Reservations require completion of an on-line application, which includes the name of the organization, time and date desired, name and telephone number of person filling out the application, and who will be responsible for use of the room. The room will be assigned in order of receipt of qualifying applicants.
- Groups must provide their own laptop but may use library projection equipment, provided it is requested at the time the Conference Room is reserved (HDMI cable). Groups will be responsible for any damage to library projection equipment or library audio-visual materials used.
- Organizations assume responsibility for any damage to room or contents and must leave the room in an orderly condition. The library is not responsible for any injuries incurred during use of the room, or for any lost or stolen property.
- The Director is authorized to deny permission to use the room to any group that is disorderly, does not follow library behavior policy, or that violates these regulations.
- Phone calls to the library for information about the organization or a meeting/program will be referred to the person who filled out the application. Employees will give the date and time of the meeting.
- Children's groups may use the conference Room, provided they are supervised by an adequate number of legally responsible adult sponsors at all times.
- The fact that a group is permitted to use the Conference Room does not in any way constitute an endorsement by the County or the Library of the group's policies or beliefs.
- Groups or organizations may have the use of the Community Room on a regular basis (2nd Thursday of each month, for example). However, each group or organization must reserve the room. Reservations may be made up to one (1) year ahead of time. The Library reserves the right to cancel a regularly scheduled meeting.
- The Library, The Culpeper Library Foundation, and the Friends of the Culpeper County Library meetings take precedence over any other Conference Room group and are not restricted to the same guidelines as outside groups.
- Any violation of these policies may preclude the group from using the Conference Room.
- Cancellation notice of the room needs to be given as soon as possible. If the group does not cancel and does not show up on a consistent basis, this will result in a loss of privileges.

GUIDELINES FOR USE OF THE COMMUNITY ROOM

The Community Room is available for public meetings of a civic, cultural, or educational character, but is not available for social gatherings, entertainments, dramatic productions for money-raising, or commercial purposes.

The Community Room is subject to the following regulations:

- The Culpeper County Library retains the right to cancel a reservation granted to an outside group for the Community Room. In the event of cancellation, as much notice as possible will be given.
- Normally the room will be available only during the hours that the library is open. Reservations need to take in to account time for set up and clean up. Groups are responsible for their own set up and the room is to be put back in the order as it was found. Staying past closing or coming in before the library is open must be arranged in advance with the Director.
- There is no fee for the use of the Community Room nor may the user charge a fee for attendance at meetings. The exception is for the Friends of the Culpeper County Library and the Culpeper Library Foundation.
- Smoking is not allowed.
- Facilities at the Library are available for serving light refreshments with permission. The Community Room has a kitchenette. Each group is responsible for cleaning this area after using it and making sure that the stove is turned off. Alcoholic beverages are not allowed.
- Attendance in the Community Room is limited by the fire code. Limit is 175.
- Reservations require completion of an on-line application, which includes the name of the organization, time and date desired, name and telephone number of the person filling out the application, and who will be responsible for use of the room. The room will be assigned in order of receipt of qualifying applicants.
- Groups must provide their own laptop but may use library projection equipment, provided it is requested at the time the Conference Room is reserved (i.e., HDMI cable). Groups will be responsible for any damage to library projection equipment or library audio-visual materials used.
- Organizations assume responsibility for any damage to room or contents and must leave the room in an orderly condition. The Library is not responsible for

any injuries incurred during use of the room, or for any lost or stolen property. Chairs and tables must be put away properly.

- The Director is authorized to deny permission to use the room to any group that is disorderly, does not follow library behavior policy, or that violates these regulations.
- Phone calls to the Library for information about the organization or a meeting/program will be referred to the person who filled out the application. Employees will give the date and time of the meeting.
- Children's groups may use the Community Room, provided they are supervised by an adequate number of legally responsible adult sponsors at all times.
- The fact that a group is permitted to use the Community Room does not in any way constitute an endorsement by the County or the Library of the group's policies or beliefs.
- Groups or organizations may have the use of the Community Room on a regular basis (2nd Thursday of each month, for example). However, each group or organization must reserve the room. Reservations may be made up to one (1) year ahead of time. The Library reserves the right to cancel a regularly scheduled meeting.
- Should the Community Room be used for public exhibits or displays, the Culpeper County Library is not responsible for loss of or damage to any article on display belonging to an individual.
- The Library, The Culpeper Library Foundation, and Friends of the Culpeper County Library meetings take precedence over any other Community Room group and are not restricted to the same guidelines as outside groups.
- Any violation of these policies may preclude the group from using the Community Room.
- Any cancellation of the room needs to be given as soon as possible. If a group does not cancel and does not show up on a consistent basis, this will result in a loss of privileges.

Approved by Library Board, July 3rd, 2024