

Meeting Room Policy

Priority use of the Meeting Room is given to events sponsored by the library and/or the Friends of the Library. When otherwise not in use, the meeting room is available on a first-come, first served basis.

All meetings must be open to the general public with no admission fee. Groups using the meeting room may not prevent anyone from joining their meeting. Fees to cover only the cost of materials and supplies may be charged by publicly-funded institutions and accredited educational facilities. No for-profit sales are permitted unless they benefit the library or Friends of the Library. The one exception is author readings and similar events sponsored by the library or the Friends of the Library. In this instance, an author may sell their books.

The use of the Meeting Room is provided as a public service by the library and does not mean that the library advocates or endorses the viewpoints of meetings or meeting room users.

For meetings taking place after the regular operating hours of the library, access is only for the lobby, restrooms, and the meeting room. Groups using the meeting room outside of business hours are responsible for anyone not part of library staff who enters the building during that time. Groups are responsible for monitoring the outside doors and knowing who has entered the building and what they are doing.

A library account holder, aged 18 or older, must reserve the meeting room according to library procedure. Federal, state, and local government agencies are the exception.

No group may reserve the room more than 24 times in a calendar year. Groups may meet more than 24 times in a calendar year, but the room cannot be reserved more than 24-hours in advance for the additional meetings.

The key to the building may be picked up no more than one business day in advance, and at the end of the meeting should be placed in the outdoor book return by the parking lot.

Only registered patrons may reserve the meeting room unless the meeting is for a federal, state, or county government agency and takes place during normal library hours.

The users agree to the following:

- Persons signing the reservation form must be at least 18 years of age and must attend the function being scheduled.
- A person 18 or older must schedule, attend, and be responsible for all gatherings in the meeting room. Minors are not permitted in the meeting room unless under the direct supervision of a responsible adult.

- The group using the room outside of library business hours is responsible for any person who enters the library building during the group's occupancy, except for library and county staff, even if the person is not participating in the group's event.
- Groups may not use any form of the library's name, including forms of "Amelia County Library" to advertise the location of their meeting. They may use the library's address and "The Hamner Room."
- The library cannot provide technology help during the group's meeting, including for technology borrowed from the library. A training session for library technology may be scheduled in advance of the meeting.
- Except for government meetings taking place during library business hours, the person signing the reservation form must have a JLHPL account.
- No event shall last later than 10:00 p.m. without special approval of the library director—all exterior lights are programmed to go off at 10:00 p.m.
- No library property may be taken out of the building for any reason.
- No smoking, including vaping or e-cigarettes, or alcoholic beverages are allowed.
- Light refreshments may be prepared—the kitchenette is not designed for regular cooking. The library does not provide kitchen supplies such as paper cups and plates. Users must leave the meeting room and restrooms clean and orderly.
- The library does not provide typing or copying services, take messages, or furnish supplies to groups using the meeting room. During library hours, the library does, however, provide a photocopier for patron use for a fee.
- The library staff cannot watch children while parents are attending meetings. The person signing the reservation form should notify those attending the meeting of this regulation.
- Maximum capacity for a meeting is thirty people.
- The library is not responsible for items brought into the building by persons attending the meeting.
- The organization reserving the meeting room shall assume all liability for personal and/or property damages arising from their use of the meeting room and shall hold the library blameless on any action brought against the library as a result of their use of the meeting room.
- User is responsible for seeing that the lights in the meeting room, lobby, and restrooms are turned off and that the front entrance doors are locked when leaving. Thermostat settings are pre-set and should not be disturbed.
- The furniture in the room should be restored to the format in which it was found.
- Additional chairs or other equipment should be requested before the library closes for the day.
- The person responsible for the key shall securely lock the front entrance doors and drop the key in the outdoor book return.
- All library owned equipment, with the exceptions of the microwave and refrigerator, must be unplugged before the person responsible for the key leaves the building.