

Meeting Room Use Policy

The use of the meeting rooms is available at no charge to individuals and non-profit organizations of a cultural, civic, or educational character. They are not available for social gatherings, money raising events, religious worship services, or for commercial purposes including multi-level marketing. With the exception of public hearings and candidate nights, the meeting rooms are not available for the benefit of any political party or individual candidate for office. Groups may not claim endorsement by the Petersburg Public Library nor use the Library as their mailing address.

A completed "Application for Meeting Room Use" form must be on file with the library **prior** to meeting room use.

Rules and Regulations

- All meetings, with the exception of City department meetings and training sessions, must be open to the public within the seating capacity of the meeting room. Audiences should not exceed the seating capacity.
- The meeting room should be reserved by completing an online application for meeting room use well in advance of the meeting date.
- Library-sponsored programs are given first priority. Non-library group reservations will be granted on a first come, first served basis.
- The library will provide furniture and equipment as stated per room description. Any special equipment should be provided by the organization unless other arrangements are made.
- If a meeting is postponed or cancelled, the library should be notified as soon as possible.
- Meetings are expected to be maintained in an orderly manner.
- No posters or displays should be hung on the walls without prior permission.
- The Library will not assume any responsibility for the property belonging to the organization.
- No admission fees or donations may be collected. No monies will be exchanged in the library.
- The group may rearrange the meeting room in use according to its own needs. The group must restore the furniture and the room to the order in which it was found.
- Smoking is not allowed in any meeting room.
- Eating and drinking are not allowed in the meeting room unless authorized by the Library Director.
- The serving of alcoholic beverages is prohibited unless authorized by the Library Director.
- Groups composed primarily of young people (under 18 years old) must have a responsible adult present.
- The group will be held responsible for any damages to the premises as a result of the meeting.
- Failure to abide by the rules and regulations will result in the suspension of the group's privilege to use the meeting room.
- Please be informed that these guidelines are subject to change.