

Alexandria Library (the Library) offers meeting room space at the Beatley Central, Burke Branch and Duncan Branch Libraries. Please read and acknowledge this policy before you complete your reservation.

### **Eligibility**

To reserve a room, an applicant must be at least 18 years of age and have an active Alexandria Library card free of fines and blocks.

Applicants must reserve meeting room space using the Room Reservation System provided on the Library's website at <https://alexlibraryva.org>.

### **Reservations**

Reservations are accepted up to three months in advance.

The Library will respond to your request as soon as possible and normally within three business days.

Reservations may be limited to no more than one per month to ensure equal access to space.

### **Meeting Room Regulations**

When not in use for library events or business, the Library's meeting rooms are available to individuals and organizations for events of an educational, cultural or civic nature.

Library sponsored programs will receive first priority after which other applications will be considered in the order in which they are received. The Library reserves the right to cancel a meeting or reschedule if circumstances warrant, but will make every effort to accommodate groups or make alternative arrangements.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs. Advertisements or announcements by any group implying such endorsement are not permitted.

Groups promoting non-library programs may include the Library's name and address but not the Library's telephone number. Advertisements cannot suggest Library sponsorship of the organization's program or contain the Library's logo.

The Library is not responsible for taking registrations for events.

Rooms may not be used for personal or commercial interests, or electioneering.

No fees can be charged to attendees and suggested donations are prohibited.

No financial transactions may take place in the rooms or the Library, with the exception of sales by or through The Friends of the Alexandria Library or sponsored by the Alexandria Library Board or Alexandria Library Foundation.

No private parties are allowed in Library meeting rooms. This includes showers, receptions, birthday parties and purely social gatherings.

Groups must check-in and check-out with staff.

Rooms are held for 30 minutes after the scheduled reservation start time and then are considered unclaimed and will be made available to others.

An attendance count must be reported to staff during or immediately following the reservation.

No petitions may be circulated in library buildings.

Nothing may be attached to the walls or ceilings.

### **Customer Responsibilities**

Users of the Alexandria Library meeting rooms must comply with the Rules Governing Use of the Alexandria Library and City of Alexandria, Administrative Regulations, 7-21, Prohibited Conduct and Behavior in City Facilities.

Groups with members under the age of 18 years must have one adult sponsor present at all times and children must be under direct supervision.

Group members are asked to leave the meeting room quietly to minimize disruptions for other customers.

Groups are responsible for room set-up and for leaving spaces clean, neat and orderly.

Groups are responsible for any damage to or loss of library property.

Groups must agree to provide any accommodations that are requested in accordance with the Americans with Disabilities Act.

### **Rooms and Hours Available**

Rooms are available Monday through Saturday from opening to 30 minutes prior to closing.

On Sundays, rooms are only available between 1:00pm - 4:30pm.

### **Room Capacities**

Beatley Large Meeting Room	150 maximum capacity
Beatley Small Conference Room	10 maximum capacity
Burke Meeting Room	90 maximum capacity
Duncan Meeting Room	70 maximum capacity

The capacity of each room is determined by fire regulations and must not be exceeded.

## **Rental Fees**

Meeting Room	\$25 per hour
Conference Room (Beatley only)	\$10 per hour

\*Requests made less than three days in advance will be charged an additional \$5.00 per hour.

## **Payment**

All required fees must be paid at the time of reservation via credit card.

Fees are charged by the half hour with half hours pro-rated.

Any group associated with the City of Alexandria, Alexandria City Public Schools, Virginia State agencies, Alexandria Library Foundation, Friends of the Library, unpaid tutors, children's playgroups, religious groups, and Alexandria City Civic Associations are exempt from fees.

## **Meeting Room Equipment, Food, Drink**

Contact the individual branch for details regarding available equipment. Library staff cannot provide IT support during meetings or programs.

The Library is not responsible for interruptions to the wireless connection.

The Library is not responsible for a user's equipment or materials.

Light refreshments are allowed but must remain in the room. Alcohol is prohibited on Library property.

## **Meeting Room Cancellations**

Reservations can be managed online and may be cancelled at any time up to seven days prior to room use. Online cancellations made within this time period will automatically generate a full refund.

Contact the individual branch to cancel within seven days of the reservation. Cancelling within seven days of the reservation will result in a \$5 administrative fee for processing a refund.

Groups are responsible for contacting the Library during inclement weather to determine if the Library will remain open. The Library posts closures on its phone lines, website and social media pages.

If the Library closes due to emergency conditions or inclement weather, the group will receive a full refund.

Failure to notify the Library of cancellations may result in denial of future reservations.

The Library reserves the right to cancel a meeting or reschedule if circumstances warrant.

## **Parking**

Parking is limited at the Libraries and carpooling is encouraged.

**Failure to observe these regulations may result in expulsion and denial of future reservation requests.**

**The Library reserves the right to amend the meeting room policy as needed.**

**Revised June 2018**