

PRINCE WILLIAM PUBLIC LIBRARIES
Library Policies

Use of Library Meeting Rooms

Approved by the Library Director 11/2024

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Use of Meeting Rooms

Prince William Public Libraries (PWPL) provides community and study rooms of various sizes for library-related activities at the following branches:

Bull Run Library – 703-792-4500
Central Library – 703-792-8360
Chinn Park Library – 703-792-4800
Dumfries Library – 703-792-5678
Haymarket Gainesville Library – 703-792-8700
Manassas City Library – 703-792-8820
Montclair Library – 703-792-8740
Potomac Library – 703-792-8330

1. Rooms are available on equal terms without charge, regardless of beliefs and affiliations. Permission to use meeting rooms does not constitute library endorsement of the user's beliefs or opinions.
2. Commercial, campaigning, and fundraising activities are not permitted. Admission fees may not be charged. Groups may charge a small fee to cover supply costs at the discretion of the branch manager.
3. PWPL is unable to accommodate the use of meeting rooms for social or personal events (e.g., birthdays, funerals, wedding receptions, reunions, etc.).
4. All publicity must carry the name and contact information of the event organizer. The library cannot be identified as the event sponsor, nor can the library's phone number be listed. Library addresses must not be listed as the official addresses of organizations or groups utilizing library meeting rooms.
5. The library assumes no responsibility for loss, damage, or liability/injury incurred by use of the facility.
6. The library cardholder on the reservation is responsible for any damage to the facility, furniture, and equipment during the period of use. Charges will be assessed based on the item's or damaged equipment's commercial value.
7. Individuals and groups are responsible for room setup. Rooms are only available during regular library hours. Individuals and groups must vacate meeting rooms 30 minutes before the library closes. Equipment, supplies, and personal effects may not be stored in the library before or after use of the room.
8. Individuals and groups are responsible for cleaning and restoring rooms to their original state. Clean-up must be completed during the reservation period. Failure

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to return the room to its original state may result in loss of reservation privileges or damage fees, if applicable (e.g., carpet stains, wall markings, etc.).

9. Attendance at events in library meeting rooms will be limited to the capacity posted on the Room Use Application.
10. The following items are prohibited from library meeting rooms: alcohol, helium balloons, potentially hazardous materials, and open flames (candles, canned heating items, etc.).
11. A/V compatibility and equipment availability varies from location to location. Contact the branch to confirm.
12. All activities and participants must follow the PWPL Code of Conduct Policy and Prince William County rules and regulations.
13. Failure to comply with policy guidelines may result in a loss of meeting room privileges.

Community Room Guidelines

1. Community Room reservations are open to community groups and organizations that serve Prince William County or the City of Manassas. Community rooms are not intended for individual use and require a minimum of eight attendees for reservations.
2. Reservation requests can be made by library cardholders ages 18 and up.
3. Reservation requests can be made 90 days in advance. Reservations are limited to one booking per month, per library, per group.
4. Refreshments and food (excluding alcohol) may be consumed in the Community Rooms. Food deliveries may not disrupt library operations.

Study Room Guidelines

1. Reservation requests can be made by library cardholders ages 12 and older.
2. Reservation requests can be made 14 days in advance. Library cardholders are limited to three two-hour reservations per week.
3. Study rooms have no minimum attendance requirement.

Gaming Lounge Guidelines

1. Reservation requests can be made by library cardholders ages 12 and older.
2. Reservation requests can be made 14 days in advance. Library cardholders are limited to two two-hour reservations per week.

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3. Users should have a working knowledge of video games and equipment. Staff are unable to demonstrate or play games.

Reservation Information

1. To view room availability and make reservations, visit <https://www.pwcva.gov/departments/library/room-reservation>
2. The library cardholder who made the reservation is responsible for the room and must be present during the entire length of the reservation. Identification will be requested at check-in.
3. Rooms will be held for a maximum of 15 minutes past the reservation start time.
4. Users may not schedule any room reservations on a regular, continuous basis (e.g., the second Monday of each month).
5. The library should be notified of meeting cancellations as soon as possible. Repeated cancellations may result in temporary loss of reservation privileges.

Prince William Public Libraries programs and events, Friends of the Library and Library Foundation activities, and Prince William County use take precedence over public reservations.