

Lancaster Community Library Meeting Room Policy

Lancaster Community Library provides meeting space as a service to the community, subject to the policies governing the use of the library.

The following areas of the library can be made available for use.

- Small Meeting Room with a capacity of 38
- Large Meeting Room with a capacity of 150
- Two small study rooms in the adult area and two small study rooms in the children's area.

AVAILABILITY AND RESERVATION OF ROOMS

First priority for use is given to Library programs. All other reservations will be filled on a first come, first serve basis. Only groups engaged in legal activities are permitted to reserve the meeting rooms. Parties are not permitted. The Library reserves the right to decline reservations for any applicant if the Library determines the proposed use is not appropriate under the Library's interpretation of its policies and mission. Any exceptions to this policy are made at the discretion of the Library Director as agent for the Lancaster Community Library Board.

Reservations may be made by the calendar year, for up to 12 months. Reservations are limited to 24 meetings per year.

The Library is open Monday through Thursday from 10am to 8pm, and Friday and Saturday from 10am-5pm. The Library reserves the right to close due to inclement weather or other conditions deemed hazardous to staff or users. Groups will be notified whenever possible of library closures. Please call 804.435.1729, listen to the radio, or check the library website and social media for any inclement weather closing information.

Meeting Rooms. Applicants must be in good standing with library. The Small and Large Meeting Rooms may be reserved for use up to 9pm. Meetings held on Sunday are subject to the approval by the Library Director. If the use will include periods after the normal closing time, the applicant must come prior to library closing to sign out keys. Some uses, as provided below under the heading "PRE-APPROVAL AND CONTRACTUAL REQUIREMENTS" may also require advance approval by the Library Director.

Reservations may be placed by adults 18 years or older with proof of identification. An adult must be present at all times during use of the Small and Large Meeting Rooms. The library reserves the right to cancel existing reservations and to refuse future reservations to groups who fail to abide by library policies.

The applicant should notify the library immediately if a meeting is canceled, so that others may schedule use of the meeting room.

Small Study Rooms. The four small study rooms are available during library operating hours only. Users may sign up at the front desk on a first come, first serve basis, for a period of not more than 2 hours if others are waiting. Tutors who charge for their services may pay \$10 per week to reserve a study room.

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MEETING ROOM FEES

- Any Meeting approved by the Library Director to be held on Sunday is required to pay a \$100 fee as even though the library is closed, staff must be paid to be on the premises. If the event qualifies for being charged (see below), an additional fee of \$100 is still required to have library staff on the premises.
- For for profit businesses, nonprofit fundraisers or ticketed events, and events/meetings where attendees are charged: \$100 for use of room plus \$250 deposit, payable at time of reservation, with payment made to the Lancaster Community Library. This includes use of the room for one hour to set up, 3 hours for the **event**, and one hour to take down. \$50 per hour is charged if more than 5 hours is needed. Security deposit will be refunded after the event if: room and its equipment, lobby and its contents, the entrance, and restrooms are inspected by Library staff to be without damage; and keys to the library are returned if they were signed out. If using the upstairs conference room, responsibility includes upstairs as well as downstairs restrooms.
- **Room cancellations must be made no less than 48 hours in advance of the event or forfeit the \$100 reservation fee. The room deposit will be reimbursed for canceled meeting rooms.**
- No Charge for community organization meetings if attendees are not charged (donations always gratefully accepted). Community organizations are required to pay \$100 for meetings on Sundays.

PRE-APPROVAL AND CONTRACTUAL REQUIREMENTS

Any use of audio-visual equipment must be made at the time of scheduling the room and are subject to approval of the Library Director. Applicants must list technology equipment needed on the Meeting Room Reservation Form, such as microphones, a public use laptop, a remote or electronic pointer. Technology staff is not always available at the time of a meeting, so applicants must schedule a time to discuss technology requirements with library staff prior to the meeting to learn about library systems and equipment operations, and to ensure that any outside equipment is functional with library systems.

Fundraisers and ticketed events or meetings on Sundays will be approved at the discretion of the Library Director acting as agent of the Lancaster Community Library Board. Applications for fundraisers and ticketed events must be received at least 30 days prior to the event.

When all or part of a meeting room reservation occurs while the library is closed, applicants for the small as well as large (upstairs) meeting rooms agree to the following:

- Applicant is responsible for all Library property that is accessible including: the meeting room and its equipment; the downstairs public restrooms; the lobby and its contents including artwork; and the library entrance.
- The applicant is responsible for all people who enter the library when the library is closed.
- Any security services for events will be at the cost of the applicant. At the discretion of the Library Director acting as agent for the Lancaster Community Library Board, professional security services may be required for an event.
- **If keys were signed out, they must be returned upon completion of the event by placing them in the Book Deposit box in the LCL parking lot.**

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- Library staff will inspect the facility after the event and the cost for replacement or repair will be paid for by the deposit.
- The deposit will be used if keys are not returned.
- If no deposit was charged or if the amount is insufficient, the applicant will be billed.

FOOD AND DRINK

Food and non-alcoholic drinks are permitted within the Small and Large Meeting Rooms. No food or drink is allowed outside these rooms.

Requests to serve alcohol will be approved at the discretion of the Library Director acting as agent of the Lancaster Community Library Board. Any permits such as a license to serve alcohol are the responsibility of the applicant. Any security services required for events will be at the cost of the applicant.

OTHER REGULATIONS

Set-up of tables and chairs and clean up are the responsibility of the applicant. Set-up and clean up time must be included in the reservation.

If the large meeting room kitchen is used, it should be cleaned; dirty dishes washed and stored; and trash emptied. Beverages already in the refrigerator are the property of LCL.

Groups are not permitted to store items in the meeting rooms. Objects left in the room will be discarded.

Publicity for an event held in the library's meeting room must include an organization or business name and phone number. The library's contact information may not be used on flyers or other publicity. The Library is not responsible for providing information about events to the public. Flyers for non-profit events may be posted on space designated for that purpose in the library.

No candles or open flames are allowed in the library, including all meeting and study rooms. Smoking, including electronic delivery systems/vaping, is prohibited throughout the Library, including all meeting and study rooms.

Activity and noise levels in the meeting rooms must not disrupt or disturb Library activities. The Library staff has the authority to terminate the use of meeting or study rooms. The fact that a group is permitted to meet at the Lancaster Community Library does not in any way constitute an endorsement by the Library of the group's policies or beliefs.

Lancaster Community Library Meeting Room Policy

I have read the meeting room policies and received a copy.

Organization Name: _____

Applicants Signature: _____

LCL Admin Signature: _____

Date: _____

Date: _____





2026 Meeting Room Reservation Form

Lancaster Community Library

P. O. Box 850, 16 Town Centre Drive, Kilmarnock, VA 22482

804-435-1729 ph. ~ lancasterlibrary.org

Organization Name: _____

First Name: _____ **Last Name:** _____

Mailing Address: _____ **City:** _____ **State:** _____

Zip Code: _____ **Cell Phone:** _____ **Home Phone:** _____

Work Phone: _____ **Email:** _____

☐ I certify that I am 18 years or older.

Meeting or Event Information

Type of event:

☐ Organization or community meeting where attendees are **not** charged.

☐ Meeting for profit business, nonprofit fundraiser or ticketed event, or event/meeting where attendees are charged. A deposit is required for events serving food.

Event Description: _____

Event Date(s): _____

Room Requested:

☐ Small Meeting Room (1st floor)

☐ Large Meeting Room (2nd floor)

Estimated number of Attendees/Guests: _____

Meeting time:

Set-up Time: circle one	15 mins, 30 mins, 45 mins, 1 hr.
Start Time of Meet:	
End Time of Meeting:	
Take Down Time: circle one	15 mins, 30 mins, 45 mins, 1 hr.



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Applicants who require AV or computer equipment should schedule a time to discuss requirements with technology staff before the meeting.

Technology staff may not always be available at the time of a meeting. Contact Shelli Robertson email at srobertson@lancasterlibrary.org or call 804-435-1729 Ext 17 to set up an appointment.

Equipment Requested:

Please check any equipment your group may need:

- ☐ Microphone
- ☐ Wall Monitor Access
- ☐ Laptop (Borrowed from LCL)
- ☐ PowerPoint Clicker (USB Connection)

Description of AV or computer equipment needed for meeting:

Fees (to be completed by library staff):

☐ Required fees and deposit for for-profit businesses, nonprofit fundraisers or ticketed events, and events/meetings where attendees are charged.

_____ \$100 for up to 5 hours (includes set up, event, and take down)

_____ \$50 per hour for every hour over 5 hours.

_____ \$250 Deposit for events serving food. Will be deposited into the library bank account and reimbursed upon satisfactory condition of facility and keys returned.

Fees (to be completed by library staff):



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(Continued)

- ☐ \$100 charge for a meeting held on Sunday with approval of the Library Director.
- ☐ \$100 All Governmental organizations (ex. Local, State, Federal) are required to pay before their meeting or event.
- ☐ No charge for community/organization meetings if attendees are not charged and the room is left in clean condition including trash removal, and the meeting is not held on Sunday.

****Donations are always gratefully accepted. ****

Notice: *A \$250 cleaning fee or fees for damages will be incurred whether or not the organization paid for use of the room, if the room is left in an unacceptable condition (i.e., trash not removed, room left in dirty condition such as food on the floor, or room is damaged).*

I certify that I am a:

___ Non-profit

___ NOT a non-profit

I agree that the information I provided on the meeting room reservation form is current and correct:

Applicants signature: _____

Date: _____

LCL Staff signature: _____

Date: _____

Chandra Johnson or Alice Cooper

Please make checks payable to:

Lancaster Community Library

Form of ID provided: _____ Amount paid: \$ _____

Check no. _____ Name or Organization on check: _____