

MEETING ROOMS

The Jefferson-Madison Regional Library welcomes groups (more than two people) to use its meeting rooms for civic, cultural, and educational activities and for discussion of current public questions. The meeting rooms are available for use during hours the Library is open on equal terms to all groups in the community, regardless of the beliefs and affiliations of their members, provided that the meetings are open to the public. The fact that a group is permitted to use a room does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All literature and publicity regarding meeting room activities must clearly identify the sponsor(s). Where access to a meeting room is independent of the Library, restricting hours to when the Library is open does not apply.

Library and Library-sponsored activities have first priority in scheduling; and, thereafter, the rooms are available for non-profit public gatherings. When not in use, rooms may be available to individuals on a first-come, first-served basis. The rooms are not available for fund-raising programs, except for programs sponsored by the Friends of the Jefferson-Madison Regional Library, the Virginia Library Association, and the Virginia Festival of the Book, or by the Library Board of Trustees on the condition that the only books to be sold at the Virginia Festival of the Book are those by the participating author and that the sale does not involve the Library staff in any fashion. The Library Director or Branch Manager may, upon application in writing, extend meeting room use beyond regular library hours. Such extensions may require that janitorial service fees be paid by the group or organization using the room.

Meetings or classes held in these rooms must be open to the public free of charge. Fees to cover only the cost of materials and supplies may be charged by publicly-funded institutions and accredited educational facilities.

Guidelines for the use of the meeting rooms in each facility are available.