

POQUOSON PUBLIC LIBRARY MEETING ROOM RESERVATION

____ Meeting Room - Capacity 33

Genealogy Room - Capacity 9
Room must remain open to the public

____ Large Study - Capacity 9

____ Small Study - Capacity 4

NAME OF ORGANIZATION _____

NUMBER OF ATTENDEES _____

DATE OF MEETING _____

TIME OF MEETING FROM _____ TO _____

PURPOSE OF MEETING

NAME OF APPLICANT _____

LIBRARY CARD NUMBER _____

PHONE NUMBER _____

ADDRESS _____

LIBRARY EQUIPMENT ___ NO ___ YES, _____

I am an authorized representative of the organization listed above. I have read and agree to comply with the Poquoson Public Library policy governing use of library meeting rooms as written on the back side of this form.

As an individual making this reservation for space at the library you understand that Covid-19 is an extremely contagious virus that easily spread through person-to-person contact. Contracting Covid-19 can lead to severe illness, personal injury, permanent disability, and death. Use of City of Poquoson facilities could increase the risk of you and those in attendance at your meeting to contract Covid-19. I understand I am doing so by my own choice and at my own risk.

The Poquoson Public Library, and its staff undertake every effort to keep our facility clean and disinfected; however as with any public facility, we cannot guarantee that you will be 100% safe from airborne illnesses such as Covid-19, colds, flu etc. while using these facilities or participating in programs.

You and your guests agree to comply with all Covid-19 related state and federal requirements and executive orders as part of the use of this facility in an effort to prevent illness.

SIGNATURE OF APPLICANT _____

Received and scheduled by library staff member _____ Date _____

POLICY GOVERNING USE OF LIBRARY MEETING ROOMS

Poquoson Public Library provides the community with meeting and gathering space to facilitate the sharing of ideas. The meeting rooms are available to government agencies, educational and school groups, non-profit organizations, community and civic service groups, study and tutor groups, and political candidate forums. The meeting rooms may not be used for social gatherings, functions in which a fee is charged, commercial purposes, or when, in the judgment of the librarian, any disorder may occur.

The use of the meeting rooms is subject to the following policies:

- Room availability is during normal library hours: Monday – Thursday, 10:00 am to 9:00 pm; Friday – Saturday, 10:00 am to 5:00 pm; Sunday, 1:00 pm to 5:00 pm.
- Room reservations will be held for 15 minutes after the start time on the reservation form. After 15 minutes, the reservation will be considered a no show and the room will be open for other reservations.
- Room use is on a first come, first served basis, regardless of the beliefs and affiliations of the members. Patrons with a Poquoson Public Library card in good standing may reserve a meeting room. Library and city sponsored programs have priority for meeting room use. On rare occasions, meetings may be cancelled to accommodate for library and city programming. Reservations may be made up to six months in advance for groups meeting once a month. A limited series of meetings may be requested up to 30 days in advance.
- Smoking is not allowed in any of the meeting rooms. Light refreshments, but no alcoholic beverages, may be served in the large meeting room. Organizations assume responsibility for any damage to the room or its contents and must leave the room in the order in which it was found. The library is not responsible for any lost or stolen articles left in the meeting rooms. Organizations composed primarily of young people must have an adult (18 years or older) make the reservation and be present during any scheduled meeting.
- If a meeting is cancelled, the library must be notified so the room may be rescheduled for another use. Conversely, the applicant will be notified as soon as possible of a meeting room cancellation if the library is closed due to weather or unforeseen circumstances.
- There is no fee for the use of the meeting rooms nor may the user charge a fee or donation for attendance at meetings. Exceptions to this policy are fees for conference programs or educational courses sponsored by the library, educational institutions, or by governmental agencies.
- Organizations requiring equipment owned by the library must make arrangements for its use when the room reservation is made.
- The fact that a group is permitted to use the meeting room does not in any way constitute an endorsement of the group's policies or beliefs. Neither the name nor the address of the Poquoson Public Library may be used as the official address of an organization. Any violation of these policies may result in suspension of the privilege of using the meeting rooms.

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