

Meeting Room Use Policy

A. Policy:

The use of the meeting rooms is available at no charge to non-profit organizations of a cultural, civic, or educational character. They are not available for social gatherings, money-raising events, religious worship services, or for commercial purposes. With the exception of public hearings and candidate nights, the meeting rooms are not available for the benefit of any political party or individual candidate for office. Groups may not claim endorsement by the Petersburg Public Library or use the Library as their mailing address.

B. Rules and Regulations

1. All meetings, with the exception of City department meetings and training sessions, must be open to the public within the seating capacity of the meeting room. Audiences should not exceed the seating capacity.
2. Library and City-sponsored programs are given first priority. Non-Library group reservations will be granted on a first come, first served basis.
3. The Library will provide tables and chairs. Laptops and projectors are available by advance request in the Multipurpose Room and Conference Room. Any special equipment should be provided by the organization unless other arrangements are made.
4. If a meeting is postponed or cancelled, the Library should be notified as soon as possible. Reservations will be held for 15 minutes past the start time, after which rooms will be available for others.
5. Meetings are expected to be maintained in an orderly manner. The user is responsible for cleaning up any trash left by the meeting.
6. No posters or displays should be hung on the walls without prior permission. Any posters or displays must be put up using poster tape or "sticky note" material and must be removed upon completion of the meeting.
7. The Library will not assume any responsibility for the property belonging to the organization.
8. No admission fees, donations or money for goods and/or services may be collected on Library premises.
9. The group may rearrange the meeting room according to its own needs. The group must restore the furniture and the room to the order in which it was found.
10. Smoking is not allowed in the meeting room.
11. Eating and drinking are permitted in the Multipurpose Room and Conference Room with advance notice. As long as there is a café in operation, the café must be offered first refusal for the catering of any events. The group is responsible for gathering up trash and placing it in the appropriate receptacles.
12. The serving of alcoholic beverages is prohibited.
13. Be aware that all public restrooms will be locked in preparation for closing 15 minutes before closing.
14. Groups composed primarily of young people (under 18 years old) must have a responsible adult present.
15. The group will be held responsible for any damages to the premises as a result of the meeting.
16. Special rules for the group study rooms:
 - The person holding the reservation must be present

- Rooms may be reserved for four hours, with extensions available if no one else has placed a reservation for the room
- Reservations are not transferrable.
- Food is not permitted.
- Beverages are allowed, as long they have a lid.

17. Failure to abide by the rules and regulations will result in the suspension of the group's privilege to use the meeting room.