

Chesapeake Public Library

Policies and Procedures

Policy Number: 1024

Subject: *Meeting Rooms*

Effective: *February 25, 2014 (Supersedes: February 1, 2006)*

Purpose:

To ensure that Chesapeake residents, Chesapeake businesses and full service card holders have access to the library's meeting rooms in an efficient and equitable manner.

Policy:

Use of the Chesapeake Public Library meeting rooms is reserved for Chesapeake organizations, Chesapeake businesses, City of Chesapeake departments, Chesapeake Public Schools, Chesapeake residents, Commonwealth of Virginia and Federal agencies, and full service card holders. Meeting rooms are available during normal library operating hours.

These facilities are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use, as stated in Article VI of the American Library Association Bill of Rights as it relates to exhibit space and meeting rooms.

Regulations:

- 1. Library Activities:** Library activities and programs or Library co-sponsored programs are given first priority in the use of the meeting rooms.
- 2. Meeting rooms may not be used for the following purposes:** Birthday parties, parties in general, weddings, showers, funerals or family reunions. The Library Manager reserves the right to deny any request or apply additional conditions before reservations are approved. Exceptions may be granted by Library Administration; apply by completing Exception Request Form.
- 3. Community Organizations:** Community organizations and non-profits may have two (2) active four hour reservations in effect at any time. A tax ID number is required for non-profit organizations to verify status. If requesting more than two active reservations, additional dates are subject to the same fees as businesses or groups conducting sales or charging admission. All fees are due within seven (7) days of making a reservation and prior to use of the room. See Meeting Rooms Locations and Fee Schedule attached. Use of the room is free to residents, full service card holders and community organizations not conducting sales or charging admission and to city and state departments. Activities sponsored or co-sponsored by the Chesapeake Public Library are held at no charge.

4. **Business Use:** Chesapeake businesses will be charged fees based on the size of the room being reserved. All fees are due within seven (7) days of making reservations and prior to using the room. See Meeting Room Locations and Fee Schedule attached. Businesses or groups conducting sales or charging admission may have seven (7) active reservations in a calendar year. A Meeting Room reservation request must be completed online for each reservation.
5. **Political Use:** Any individual or group using the rooms for political purposes will need the approval of the City Manager's Office. The Meeting Room reservation request must be completed with sufficient time to route through Library Administration to the City Manager's Office.
6. **Reservations:** Meeting Room reservation requests are taken online at www.infopeake.org. Room reservations can be made anytime for the current calendar year as long as a room is available. Reservations for the upcoming calendar year can be made starting in mid-September of the current year. All reservations are on a first come, first served basis. Requests are confirmed via email. Reservations will be held for thirty (30) minutes after the start time indicated on the reservation request. After thirty minutes, the group will be considered a no-show and the room will be opened up for other reservations.
7. **Cancellations:** Cancellations cannot be made online; contact Library staff directly at the Library where the room is reserved. Cancellations must be made at least 24 hours in advance of the meeting in order to receive a refund. Refunds will be made in the event the Library is closed by the City. Every effort will be made to contact patrons with reservations pending as soon as closing is determined to be necessary. City wide closing announcements will be made on WFOS-FM, WTAR-AM, and WVEC-TV as well as on the website at www.cityofchesapeake.net.

Although cancellation circumstances are rare, the Library retains the right to cancel a reservation for a meeting room if a scheduling conflict occurs. In this unlikely event, the Library will make every effort to accommodate the group at another library location.

8. **Housekeeping/Setup:** The Library does not provide setup or housekeeping services. Organizations, groups or individuals using the room are responsible for returning the room to its original furniture arrangement and cleanliness condition. A dumpster is provided outside for disposal of trash. A vacuum cleaner is available at all locations for use in cleaning the floors if needed. The room must be cleaned and cleared prior to the closing of the library.
9. **Penalties:** Loss of future meeting room privileges will result if:
 - Staff is required to stay more than 15 minutes after closing due to attendees not vacating the meeting room prior to closing;
 - Failure to return the room to its original furniture arrangement and cleanliness condition;
 - After three (3) no shows without cancelling the reservation;
 - Failure to cancel reservations 24 hours in advance if the meeting is canceled.

Groups/organizations can lose meeting room privileges for a period of one year from the date of the third incident. The user is liable for any damage or loss of City property and will ensure prompt reimbursement to the Chesapeake Public Library.

10. Restrictions: In addition to the previous conditions, the following regulations are also in effect:

- a. Smoking is not allowed. City of Chesapeake, Virginia, Code of Ordinances, Section 38-154.
- b. Library staff is not responsible for taking registration fees or selling tickets for non-library sponsored events. Staff is not responsible for providing information about non-library sponsored events. Neither the name, address or phone number of any Chesapeake Public Library branch may be used for the address or organization's office contact.
- c. Materials may not be stored in advance by groups using the library meeting rooms unless previously authorized by the Library Manager.
- d. The Library is not responsible for any personal belongings brought into the facility.
- e. Groups using the meeting rooms may not exceed the room's authorized seating capacity.
- f. Groups selling merchandise or tickets are responsible for having all required licenses, and for payment of any amusement or other taxes due. Contact the Commissioner of the Revenue and/or the City Treasurer for further details.
- g. Meeting rooms are not available before the opening of the Library or after closing of the Library unless prior arrangements have been made with the Library Manager.
- h. Open flames, including candles, are not allowed under the City's Fire Code. However, cans of sterno fuel which are used to keep buffet items warm, are allowed. The City Fire Marshall (382-6566) can answer specific questions about other items.
- i. Alcoholic beverages are allowed only when all portions of the City of Chesapeake, Virginia, Code of Ordinances, Section 46-182 are met.

Sec. 46-182. Consuming or tendering to another in a public place.

(a) If any person takes a drink of alcoholic beverages or offers a drink thereof to another, whether accepted or not, at or in any public place, except as provided in subsections (b) and (c) of this section, he or she shall be guilty of a class 4 misdemeanor. Except as provided in section 50-20 of this Code and in subsections (b) and (c) of this section, if any person shall be in the possession of an opened alcoholic beverage container in or on any city park, playground, or public street, he or she shall be guilty of a class 4 misdemeanor.

(b) This section shall not prevent any person from drinking alcoholic beverages or offering a drink thereof to another in any rooms or areas approved by the Virginia Alcoholic Beverage Control Board in a licensed establishment, provided such establishment or the person who operates the same is licensed to sell alcoholic beverages at retail for on-premises consumption and the alcoholic beverages drunk or offered were purchased therein.

(c) The city manager is authorized to issue a permit to any person or organization for the use of a public recreation or community center where alcoholic beverages are to be consumed, upon the deposit of \$200.00 with the city manager and compliance with the other requirements set forth in this subsection. A deposit shall not be required of any city department, agency, committee or board applying for such use. Such deposit shall be for the purpose of protecting the city from any damage to the facilities used by the applicant and the deposit shall be refunded after the proposed activity has been completed with no such

damage having occurred. No meeting or other activity shall be held at the center other than that stated in the application. Any person desiring to obtain a permit shall make application to the city manager or designated representative 30 days prior to the day when the building is to be used, setting forth the following information:

(1) Name of person or organization responsible for activity, the place of such building and the duration of the desired use.

(2) Provisions for crowd control, traffic control and parking.

(3) The person or organization serving or permitting alcoholic beverages at the premises shall comply in all respects with regulations of the alcoholic beverage control board.

(d) The city manager is authorized to make such rules and regulations as may be necessary to govern the use of the premises where alcoholic beverages may be used or served.

(e) Upon determination that the requirements of subsection (c) of this section have been met, the city manager shall issue the permit for the designated date and use.

(Code 1970, § 17-6.1; Ord. of 3-13-72; Ord. of 11-5-77; Ord. of 7-25-78; Ord. of 1-8-80; Ord. No. 00-O-124, 10-24-00; Ord. No. 11-O-017, 3-8-11)

Procedure:

Employee: Upon receiving the request, directs the patron to the online request form.

Employee Handling Reservations: Checks pending folder daily, determines if request meets all requirements. If qualified, approves reservation. If there are questions, calls the patron for clarification. If payment is due, payments are processed at the library where the reservation is made. The reservation is placed in payment pending status. If payment pending, call patron. Note: If a business has reserved 7 meeting times, they must pay for all 7 at once.

Library Administration: Faxes the application to the City Manager's office for approval if it involves a political candidate or political party.

References: Municipal Code, Chesapeake, Virginia, Code of Ordinances

Attachments: Meeting Room Locations and Fee Schedule
Meeting Room Checklist
Meeting Room Use and Exception Form

Victoria Strickland-Cordial
Victoria Strickland-Cordial, Acting Director

February 24, 2014
Date

Chesapeake Public Library Meeting Room Locations & Fee Schedule

Library Location	Seats/Capacity	Fee First Four (4) Hours Four (4) Hour Minimum
Central Library (757) 410-7121	220	\$160.00 \$30.00 each additional hour
	Conference Room (10)	\$25.00 \$10.00 each additional hour
Dr. Clarence V. Cuffee Library (757) 410-7034	Conference Room (12)	\$25.00 \$10.00 each additional hour
Greenbrier Library (757) 410-7058	80	\$75.00 \$15.00 each additional hour
	Conference Room (12)	\$25.00 \$10.00 each additional hour
Indian River Library (757) 410-7001	100	\$100.00 \$20.00 each additional hour
	Conference Room (12)	\$25.00 \$10.00 each additional hour
Major Hillard Library (757) 410-7075	100	\$100.00 \$20.00 each additional hour
	Conference Room (12)	\$25.00 \$10.00 each additional hour
Russell Memorial Library (757) 410-7016	100	\$100.00 \$20.00 each additional hour
	70	\$75.00 \$15.00 each additional hour
	30	\$50.00 \$10.00 each additional hour
	Conference Room (10)	\$25.00 \$10.00 each additional hour
South Norfolk Memorial Library (757) 410-7048	50	\$50.00 \$10.00 each additional hour
	Conference Room (8)	\$25.00 \$10.00 each additional hour

Meeting Room Checklist

Individuals or groups reserving a meeting room are responsible for setting up the room and cleaning up after the meeting is finished. The room should be returned to its original furniture arrangement and cleanliness. A dumpster is provided outside to dispose of trash. A vacuum cleaner is available for cleaning the meeting room floor if needed.

1. Tables and chairs are returned to original setup.
2. Room is clean, carpet vacuumed, chairs/tables wiped down if needed.
3. Kitchen floor is clean.
4. Trash has been removed from the room.
5. Equipment has been returned to Library staff.

Upon completion of your meeting, please return this form to the Reference Desk and sign out. **Failure to return the room to the original condition may result in the loss of meeting room privileges.**

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Meeting Room Use Exception Form

Name: _____

Address: _____

Phone number: _____

Library where room is needed: _____

Date/time of meeting or event: _____

Reason for exception: _____

Signature

Date

Approved

Disapproved

Director's comments:

