Massanutten Regional Library Meeting Room Policy

The meeting rooms of the Massanutten Regional Library system are available to local residents for meetings and programs during hours of operation. Rooms are available on equal terms to all in the community, regardless of the beliefs and affiliations of their members.

Permission for a group to use a room does not constitute nor imply a statement of support for the organization or for the content of the meeting by the Massanutten Regional Library Board of Trustees. Publicity (brochures, flyers, radio, TV announcements) must carry the name and telephone number of the organization sponsoring the meeting. The Library may not be identified or implied as a sponsor. Contact information (name, telephone, etc.) used to reserve a meeting room may be given by the Library to individuals inquiring about the meeting. No publicity is allowed on Library property outside of the building. No group shall use the Library as a mailing address.

Library and Friends of the Library sponsored events have first priority in scheduling of rooms. Local and State Government will have second priority. Thereafter, the rooms are available on a first come, first served basis. Groups that do not fulfill their obligations as stated in this and other Library policies and procedures may be denied use of the Library's meeting facilities until such time as these obligations have been met to the satisfaction of the Library.

Meeting facilities available and their capacity:

Main Library Rooms (540-434-4475)	Capacity
Grand Room	93
Main Room	90
Children's Program Room	26
[Grand and Main can be reserved by the same group - 192]	
Listed capacities are standing room only.	
North River Library [540-828-4492]	40
Page Public Library [540-743-6867]	12
Grottoes [Town offices (540-249-5896) arrange for use of the town's room]	

Rules of the Library:

A. The group or individual who wishes to use meeting space must review that library's guidelines and complete an application form. Forms are available at each location or on the MRL website **(www.mrlib.org)**.
B. Applicants must be adults age 18 or older and be present and responsible for all meetings.
C. In the event of inclement weather, registrant should contact the Library to ensure it is open. In the event that the Library is closed due to weather, an effort will be made to reschedule or refund the reservation charge.
D. The sponsoring group or individual will assume all responsibility for damage to library property and will see that the premises are left in the condition in which they were found. Groups are expected to pick up and properly dispose of trash. Any damage or cleaning fees will be assessed to the group.
E. There may be no admission charged and no products or services advertised, solicited, or sold.
F. Smoking is not permitted in any Library facility.
G. The consumption of alcoholic beverages is not permitted inside Library buildings or on Library property.
H. Burning of any materials, including incense and candles, is prohibited.