

MEETING ROOM/STUDY POD POLICY

Last reviewed: 05.21.25

Massanutten Regional Library (MRL) meeting rooms and study pods (spaces) are available to the public for meetings and programs during hours of operation.

Spaces are available on equal terms to all in the community, regardless of the beliefs and affiliations of individual members. Library sponsored events have first priority in scheduling of spaces. Local and State Government will have second priority. Thereafter, the spaces are available on a first come, first served basis. MRL reserves the right to make whatever judgments it believes to be in its best interest concerning the use of the spaces.

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 MRL or the Library Board of Trustees.

The group or individual who wishes to use the meeting spaces must review MRL's guidelines (below) and complete an application online. Forms are on the MRL website (www.mrlib.org). Groups that do not fulfill their obligations as stated in this and other MRL policies and procedures (including the Patron Responsibilities and Conduct policy) may be denied use of MRL's meeting facilities until such time as these obligations have been met to the satisfaction of the Library.

RESERVATION GUIDELINES

Applicants must be adults age 18 or older and be present and responsible for all meetings.

The sponsoring group or individual will assume all responsibility for damage to MRL property and will see that the premises are left in the condition in which they were found, to include returning the space to its original setup. Groups are expected to pick up and properly dispose of trash. Any damage or cleaning fees will be assessed to the group.

MRL does not permit the rooms to be used for partisan political purposes due to the absolute prohibition by the IRS of even indirect participation by a 501(c) (3) tax-exempt organization in any political campaign.

There may be no admission charged and no products or services advertised, solicited, or sold.

Publicity (brochures, flyers, radio, TV announcements) must carry the name and telephone number of the organization sponsoring the meeting. MRL may not be identified or implied as a sponsor. No publicity is allowed on MRL property without prior permission.

Contact information (name, telephone, etc.) used to reserve a space may be given by MRL to individuals inquiring about the meeting. No group shall use the Library as a mailing address.

In the event of a cancellation, registrants should notify MRL as soon as possible. If registrant is more than 15 minutes late, MRL reserves the right to make the space available for reservation by others.

In the event of inclement weather, the registrant should contact MRL to ensure that it is open or check the website. In the event that MRL is closed due to weather, the registrant is responsible for rescheduling.

The use of any tobacco products, including but not limited to smoking or vaping, is not permitted in any MRL facility. The consumption of alcoholic beverages inside MRL or on MRL premises is not permitted, with the exception of certain events sponsored by MRL.

Food is permitted in meeting rooms but is not permitted in study pods.

Burning of any materials including incense, chafing dish warmers, and candles is prohibited.

MRL provides presentation technology in some spaces. Patrons may not use such technology to log into personal accounts or to access the internet directly; the technology provided is for projection purposes only. Staff members cannot troubleshoot connection issues between provided technology and a patron's device. MRL provides presentation technology as a courtesy and there is no guarantee that it will work with all devices.

MRL cannot guarantee absolute privacy in meeting rooms and study pods. Although all spaces have doors and study pods have some soundproofing, patrons should be aware that MRL is a public space with many visitors.

MRL assumes no responsibility for loss, damage, or liability/injury that may arise through use of the facility.

MEETING FACILITIES AVAILABLE AND THEIR CAPACITY

Central Library (Harrisonburg) (540) 434-4475 x122

Grand Room	93
Main Room	90
Grand and Main combined	192
Quad Pods A and B	4
Solo Pods A and B	1

North River Library (Bridgewater) (540) 434-4475 x400 40

Page Public Library (Luray) (540) 434-4475 x500 10