

3.11 Meeting Room, Special Room, and Study Pod Policy

Availability

The Library meeting rooms in each library are available to non-profit public gatherings of a civic, cultural, or educational nature on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting use. The Library makes these facilities available to promote cultural and educational opportunities and to promote an open exchange of ideas into the community. The fact that a group is permitted to use a room does not in any way constitute an endorsement of the group's policies or beliefs by the Library.

The rooms are not available for fundraising programs (except those which are for projects for the benefit of the Library), or for worship services. Fees may not be charged to those attending events or meetings. Classes or programs sponsored by the Library or an accredited educational facility may be an exception regarding fees.

Library sponsored activities have first priority in scheduling. The meeting rooms are available for use during hours the library is open. Due to demand, each group or organization may be limited to reserve the meeting room four times each month. There will be no fees for use of the room. Reservations are taken on a first come, first served basis and no more than six months in advance. Reservation of a room by a group indicates the group's willingness to abide by library policies and procedures. The Library reserves the right to dismiss or limit a group from the use of a room at any time.

Privileges and Responsibilities

Food and drinks are allowed, except alcoholic beverages. Each group is responsible for cleaning up after meetings. The group is responsible for leaving the room in the condition in which it was found, and is financially responsible for any damages to the premises or furniture incurred during use of the room. The Library cannot assume responsibility for private property brought into the building. Kitchen facilities are available for limited use and not intended for full meal service. Food and supplies in the kitchens are the property of the Meherrin Regional Library and should not be used. Smoking/vaping is not allowed inside the Library.

After Hours Meeting

Groups are allowed to use the library meeting rooms after the Library is closed under certain circumstances. A key will be signed out to an adult 18 years or older who will be responsible for opening and locking the Library for the meeting, plus be present for the meeting. A Responsibility Statement must be signed by the person picking up the library key. THE KEY MUST BE PICKED UP DURING REGULAR BUSINESS HOURS. The key is to be placed in an envelope and put in the book drop immediately after meeting room use and library is locked. No group is allowed to keep a library key on an extended basis. A lost key fee of \$150.00 shall be charged to any group or individual who does not return the library's key in a timely manner. Such groups or individuals are restricted from after hours meeting room access until the library key is returned or lost key fee is paid. All meetings involving children and youth must have two (2) adults present. Amended Meherrin Regional Library Board of Trustees, March 11, 2009, May 9, 2018.

Wheelchair Access (Brunswick County Library)

Persons using the meeting room who are in wheelchairs may access the third floor by entering the Library's front door on West Hicks Street and using the elevator on that floor. The key to the library's front door and the elevator will need to be picked up during the library hours the day of the event.

The main floor of the Library is not accessible to the general public after hours. No materials may be checked out. The meeting room group is fully responsible for any damage and any missing equipment or items in the building. The front door cannot be left open. It should be locked immediately following the entry and/or exit of the person/s using a wheelchair. For security reasons using the front door of the Library to access the meeting room will be limited to wheelchair use only unless it is a library sponsored or cosponsored event.

Elevator Access (Brunswick County Library)

The elevator may be accessed from the basement of the Library when groups are entering the back door. Adopted Meherrin Regional Library Board of Trustees March 8, 2000. Amended Meherrin Regional Library Board of Trustees March 13, 2002, July 24, 2007, and March 11, 2009.

Literacy, Research and Genealogy Room (Richardson Memorial Library)

The Literacy, Research and Genealogy Room is for research and genealogy use by patrons and visitors. Use of this room is for adults 18 years of age or older. Children may not be left unattended.

Adopted Meherrin Regional Library Board of Trustees, November 14, 2007.

Dr. William McCaddin Pritchett Local History and Genealogy Room (Brunswick County Library)

The Pritchett Room located on the main floor of the Brunswick County Library is for research and genealogy use by patrons and visitors. Users are encouraged to sign the guest book located within the room. Use of this room is for adults 18 years of age or older. Children may not be left unattended.

Adopted Meherrin Regional Library Board of Trustees, July 24, 2007. Revised Meherrin Regional Library Board of Trustees, May 10, 2023.

Study Pod

MRLS Study Pods are a quiet study spaces available free of charge for patrons 18 years and older. The Brunswick County Library Study Pod accommodates one person/one reservation at a time. The Richardson Memorial Library Study Pod accommodates up to two people/one reservation at time. Access is available during regular library hours of operation. The Study Pod may be reserved on a first come basis, first served basis. Reservations may be scheduled up to three months in advance or without advance notice. Usage is limited to three hours per day per person. Food or drink is not allowed. MRLS does not assume responsibility for personal belongings left unattended. MRLS reserves the right to remove items and reassign access if the Study Pod is unattended for more than 15 minutes. The Study Pod is not intended as a place of business or office space. It must be kept in a clean condition. The windows may not be covered at any time. The library reserves the right to deny use for violations of MRLS policies and guidelines or misuse of the Study Pod space. Exceptions to standard usage may be made at the director's discretion.

Adopted Meherrin Regional Library Board of Trustees, May 10, 2023.