



The City of Roanoke Public Libraries allow use of library facilities when they are not needed for activities sponsored in whole or in part by the library staff, and when such use is not disruptive of the programs and activities of the library system. Such permission is revocable and does not constitute a lease. Permission to use a library facility does not imply library endorsement of the aims, policies, or activities of any group or organization.

ELIGIBILITY

Library facilities will be reserved on a first-come, first-served basis. Individuals wishing to study in a quiet area may use a meeting room, if one is available.

LIMITATIONS OF USE

The library system may impose reasonable conditions for the use of its meeting rooms to ensure that public or private property is not damaged through use of its equipment and to ensure that the comfort, convenience, safety and/or welfare of the public is not compromised.

Permission for organizations to use a library facility must be obtained in advance by making a request through the Main Library or any library branch, or by using the online reservation found at www.roanokeva.gov/library. Use of the online system implies acceptance of the facility use policy posted there. The requesting party will be notified by e-mail of approval or non-approval of the application. Permission may be granted for continuous bookings for organizations for multiple meetings over a period not to exceed three months.

Library Facilities will not be scheduled in advance for individuals. Individuals may inquire at a service desk for use of a meeting room. An individual using a meeting room may be asked to give up the room if a group of 2 or more need the room.

Those applying for use of meeting rooms must be at least 18 years of age.

Organizations using library facilities may not charge admission fees to individuals attending functions in library facilities that are not under library sponsorship.

Organizations using library facilities not under the sponsorship of the library may not conduct sales or solicitations to sell on library premises.

Library facilities may not be used for fund-raising activities not under the sponsorship of the library.

Organizations may not use library facilities for any unlawful purpose or for the purpose of encouraging or counseling of any person(s) to violate the law.

No illegal substances or alcoholic beverages may be carried into a library building.

Requests for food/drink beyond what is permitted in the Code of Conduct to be carried into a library building must have prior approval.

Library facilities will be available only during normal library business hours. Meetings should end fifteen (15) minutes before the library closes.

The library reserves the right to have a representative attend any meeting held in its facilities (excepting lawful executive sessions of governmental bodies) to ensure no unlawful activities or activities contrary to this policy are occurring on library premises.

The Director of Libraries may establish other reasonable restrictions as may be deemed appropriate.

DAMAGE

Individuals and/or organizations must agree to assume responsibility for any damage to library buildings or the contents thereof, resulting from their use of library facilities. All library facilities must be left clean and in orderly condition at the conclusion of the meeting.

LIBRARY EQUIPMENT

Equipment requested on a library facility application will be the responsibility of the party filling out the application. If there are problems with library equipment, applicant should notify library staff immediately.



After Hours License Agreement

This License Agreement, made and entered into this _____ day of _____, _____ by and between the City of Roanoke, a municipal corporation of the Commonwealth of Virginia, Licensor, and _____ (individuals only), Licensee;

WITNESSETH:

That, Licensor for and in consideration of the covenants and agreements contained herein, has demised and licensed to Licensee that certain tract or parcel of land in the City of Roanoke commonly known as: _____.

This License Agreement shall begin as of _____ a.m./p.m. on the _____ day of _____, _____, and unless sooner terminated will exist and continue to _____ a.m./p.m. on the _____ day of _____, _____, ("Rental Period"), for the purpose of providing an area for _____ sponsored by Licensee.

The Licensee covenants and agrees to abide by the "Policies and Guidelines Regarding Rental of any City of Roanoke Facility, expressly incorporated by reference herein and to pay rent for said demised premises the sum of _____ dollars (\$_____) for the uses of the Premises. Licensee further agrees that any improvements made to the premises by Licensee shall be at its own expense; that the Licensee will defend, indemnify, and save harmless Licensor from the claims of all persons claiming injury or damage by reason of the use by Licensee of the Premises under this License Agreement, and that Licensee shall be responsible and liable for any and all damages to the Premises.

This License Agreement contains the entire understanding of the parties, there being no promises or undertakings, written or oral, other than those expressly set forth herein, and shall be governed by the laws of the Commonwealth of Virginia.

LICENSOR:

Licensor

Date: _____

LICENSEE:

Licensee

Date: _____



Reservation Guidelines

1. **Reservations during non-operational hours:** Fees will be charged for reservation of library meeting rooms during non-operational hours. Only libraries with after-hours facilities can be reserved during non-operational hours.
2. **Items and services included in the fees:** Fees include the building, heat, air conditioning, lights, water usage, microwave, refrigerator, and tables and chairs that are kept at that facility. Requests must be submitted at time of room reservation for the use of DVD player, projector and screen. The licensee must furnish all other equipment and supervision needed.
3. **Special considerations:** Other than the situations listed below, requests for exceptions to the rates must be made in writing to the Director of Libraries.
 - a. **Co-Sponsored Events:** The Director of Libraries will determine fees for events co-sponsored with Roanoke Public Libraries.
4. **Reservations:** Reservations must be made at least three days in advance but in no case more than one year in advance of the scheduled meeting or event. No reservation shall conclude after 10pm. Reservations are considered confirmed only when the fee is paid. The licensee must be at least 18 years old, with a valid photo ID, and must remain present during the entirety of the event.
5. **Payment:** Fees must be paid in advance and can be made at the library branch where the reservation will take place. At time of payment, licensee must sign Roanoke Public Libraries' License Agreement, present a valid photo ID to be photocopied, and will receive a key card that will give access to the meeting room facility during their reserved time.
6. **Cancellation policy:** Fees are fully refundable if the reservation is cancelled at least 72 hours before the reserved time. If cancellation of the reservation is made less than 72 hours before the reserved time, a \$25.00 cancellation fee will be deducted from the fee before it is returned.
7. **Set-ups, breakdowns, and clean-ups:** All set-ups, breakdowns and clean-ups are the responsibility of the licensee. Please consider the time needed for these purposes when making the reservation request. Staff at each facility will provide the licensee with information as to what is required for the licensee to return the facility to its original condition so as to be prepared for the next group or public use.
8. **Group belongings:** Roanoke Public Libraries assumes no responsibility for group belongings.
9. The Library in no way serves as the sponsor of public groups that use its facilities, with the exception of the Friends of the Library. The Library's address may not be given out as the official address for the group, nor should the Library's telephone number be provided as an official source to contact about the group or its meetings, other than to verify a meeting place or time.
10. No admission charges: A group may not charge admission to its meeting or event held at a library meeting room. The Director of Libraries may consider exceptions to this rule on a case-by-case basis.
11. **Maximum Occupancy:** The number of attendees must not exceed the maximum occupancy limit for the room set by the Roanoke City Fire Code.
12. **Right to deny use:** Roanoke Public Libraries reserves the right to deny use of the facility if such use is not considered to be in the best interest of the Department, the City of Roanoke, or the facility.
13. **Non-smoking policy:** All City of Roanoke buildings are non-smoking facilities; as such no smoking is allowed.
14. **Alcohol policy:** Alcohol is strictly prohibited in all facilities.
15. Organizations may not use library facilities for any unlawful purpose or for the purpose of encouraging or counseling any person(s) to violate the law.
16. The library reserves the right to have a representative attend any meeting held in its facilities (excepting lawful executive sessions of governmental bodies) to ensure no unlawful activities or activities contrary to this policy are occurring on library premises.
17. The library system may impose reasonable conditions for the use of its meeting rooms to ensure that public or private property is not damaged through use of its equipment and to ensure that the comfort, convenience, safety and/or welfare of the public is not disturbed.



Reservation Request

Applicant and Event Information

Application Information:

Group or Individual Applicant Name: _____

Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Event or Meeting Information:

Event Description: _____

City of Roanoke Resident? Yes No

Desired Location: Gainsboro Community Room
 Jackson Park Large Meeting Room
 Raleigh Court Community Room

Event Date: _____

Event Start Time: _____ Event End Time: _____

Event Repeats: _____

Desired Amenities: _____

Library staff – Please attach copy of Applicant’s photo ID to this application.