

Proposed Policy Manual Update: Meeting Rooms

The library recommends charging for-profit businesses a fee of \$80.00 per hour to use Fredericksburg Theater and combined meeting rooms at Howell, Porter and Salem Church. These charges would apply for any new reservations made on or after September 3, 2025. Not-for-profit organizations and individuals will not be charged a fee for use of those same rooms.

September 3rd would also be the start date for CRRL to begin accepting reservations on a twelve-month rolling basis. Reservations by a business for any meeting room will be on a shorter three-month rolling basis to provide non-businesses with the opportunity to book rooms up to nine months before businesses have booking access. Recognizing the need to plan ahead for major performances, businesses will have a six-month rolling period for requests to use a large meeting room for a performance.

This draft policy has been reviewed by a lawyer whose recommendations are in [red](#).

Why a fee of \$80.00?

The suggested fee of \$80 per hour is comparable to the charges for business use levied by other jurisdictional agencies.

Fredericksburg Parks and Rec	\$75 per hour
Spotsylvania Parks and Rec	\$80 per hour
Stafford Parks and Rec	\$198 per hour
Fredericksburg Schools	No commercial usage allowed
Spotsylvania Schools	\$82.50-\$120 per hour
Stafford Schools	No commercial usage allowed

Why wait until September to implement the policy?

This allows time to update the reservation platform, including terms and conditions, implement an e-commerce solution, and notify and prepare customers and staff for these changes. This also allows staff time to reserve meeting rooms for library classes and events before the rolling reservation system begins.

Final proposed policy:

MEETING ROOMS

Availability

Designated library meeting rooms are available for not-for-profit gatherings of educational, civic, cultural, and charitable purpose, as well as governmental groups and organizations, artistic performances and community members, on an equitable basis, regardless of the beliefs or affiliation of the individual or groups requesting use. Additionally, meeting rooms are available to for-profit businesses on a limited basis, and a usage fee may be charged by the Library.

The Library makes these facilities available to promote cultural and educational opportunities and to promote an open exchange of ideas in the community. The fact that an individual/group is permitted to use a room does not in any way constitute an endorsement by the Library of the individual/group's policies or beliefs. All meetings and events held in our meeting rooms are open to the general public.

The Library strives to comply with all requirements of the Americans with Disabilities Act by making all buildings, classes and events accessible. If any aids are needed, groups must make arrangements with CRRL in advance of any scheduled meeting.

Programs and projects sponsored by the Library, Library Board or the Friends of Central Rappahannock Regional Library for the benefit of the Library will have first priority. The Library reserves the right to change or cancel a reservation for such purposes.

Rooms are not available for commercial profit-making purposes and events, private parties, or where, in the judgment of the Library Director, disorder is likely to occur. The rooms are available for non-profit fundraising programs with permission from the Library Director.

Tuition and fees may be charged for classes sponsored by an accredited educational facility. Fees to cover the cost of materials and supplies may be charged by other public agencies with the permission of the Library Director. No admission may be charged for performances without permission from the Executive Director.

The meeting rooms are available for use during those hours the Library is open. Special arrangements may be made for after-hours use of the theater at the Fredericksburg Branch. Nonprofits, non-commercial groups and organizations, and community members are not charged a fee for use of the room and bookings are made on a first-come, first-served basis. For-profit businesses are required to pay a fee to reserve specified meeting spaces (as determined by the Library) and are able to use other meeting rooms with no fee. For-profit businesses will have a reduced reservation period with an extended reservation period for performances.

Confirmation of a room reservation an individual/group constitutes acknowledgment and agreement to abide by Library policies and procedures which, if violated, could result in denial of room use. **Individuals and/or groups/organizations agree to indemnify and hold harmless the Central Rappahannock Regional Library from and against any and all claims, demands, losses, liabilities, costs, and expenses (including attorney's fees) arising out of or in connection with an individual's or group's/organization's use of the facility.**

The Library reserves the right to limit an individual's/group's regular use of a room to once a month in order to accommodate the needs of other individuals/group's. The Library reserves the right to dismiss an individual/group from the room and from further use of the room for disorderly conduct or for failing to adhere to room use policies and regulations.

Privileges And Responsibilities

Depending on the nature of the activity, CRRL may require a current Certificate of Insurance (COI). CRRL will notify individual organizations of any such requirements.

Food and drinks may be served. If alcoholic beverages are planned, the required state permit must be procured and displayed during the meeting/event.

The Library will provide equitable access to and use of such library-owned equipment and cleaning supplies as are available for use by the public.

The individual/group is responsible for leaving the room in the condition in which it was found. If an individual/group fails to return a room to the condition in which it was found, the Library reserves the right to charge a clean-up fee.

Each individual/group is responsible for clean-up and disposal of all food remains after the meeting. If an event is catered, it is the individual's/group's responsibility to assure that the caterers promptly remove all food and restore the room to its appropriate condition. Individuals/groups are 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.

The Library must be notified 48 hours in advance of cancellations so that rooms can be made available to others and failure to do so could result in future reservations being canceled.

During adverse weather conditions, individuals/group should check local resources, including the Library's website, for closing information. All meetings scheduled during the closed times at any library outlet are canceled. In other emergencies, all efforts will be made to notify organizations scheduled to use the meeting rooms.

Proposed with edits:

New text is in blue; lawyer recommended updates are red

MEETING ROOMS

Availability

Designated library meeting rooms are available to ~~to~~ for not-for-profit gatherings of educational, civic, cultural, and charitable purpose, as well as ~~and~~ governmental groups and organizations, artistic performances and community members, on an equitable basis, regardless of the beliefs or affiliation of the individual or groups requesting use. Additionally, meeting rooms are available to for-profit businesses on a limited basis, and a usage fee may be charged by the Library.

The Library makes these facilities available to promote cultural and educational opportunities and to promote an open exchange of ideas in the community. The fact that an individual/group is permitted to use a room does not in any way constitute an endorsement by the Library of the

individual/group's policies or beliefs. All meetings and events held in our meeting rooms are open to the general public.

The Library strives to comply with all requirements of the Americans with Disabilities Act by making all buildings, classes and events accessible. If any aids are needed, groups must make arrangements with CRRL in advance of any scheduled meeting.

Programs and projects sponsored by the Library, Library Board or the Friends of Central Rappahannock Regional Library for the benefit of the Library will have first priority. The Library reserves the right to change or cancel a reservation for such purposes ~~if circumstances demand~~.

Rooms are not available for commercial profit-making purposes and events, private parties, or where, in the judgment of the Library Director, disorder is likely to occur. The rooms are available for non-profit fundraising programs with permission from the Library Director.

Tuition and fees may be charged for classes sponsored by an accredited educational facility. Fees to cover the cost of materials and supplies may be charged by other public agencies with the permission of the Library Director. No admission may be charged for performances without permission from the Executive Director.

The meeting rooms are available for use during those hours the Library is open. Special arrangements may be made for after-hours use of the theater at the Fredericksburg Branch. Nonprofits, non-commercial groups and organizations, and community members are not charged a fee will be charged for use of the room and bookings are made on a first-come, first-served basis. For-profit businesses are required to pay a fee to reserve specified meeting spaces (as determined by the Library) and are able to use other meeting rooms with no fee. For-profit businesses will

have a reduced reservation period with an extended reservation period for performances.

Confirmation of a room reservation an individual/group constitutes acknowledgment and agreement ~~by a group or individual indicates the individual/group's willingness~~ to abide by Library policies and procedures which and, if violated, could result in denial of room use. **Individuals and/or groups/organizations agree to indemnify and hold harmless the Central Rappahannock Regional Library from and against any and all claims, demands, losses, liabilities, costs, and expenses (including attorney's fees) arising out of or in connection with an individual's or group's/organization's use of the facility.**

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Privileges And Responsibilities

Depending on the nature of the activity, CRRL may require a current Certificate of Insurance (COI). CRRL will notify individual organizations of any such requirements.

Food and drinks may be served. If alcoholic beverages are planned, the required state permit must be procured and displayed during the meeting/event.

The Library will provide equitable access to and use of such library-owned equipment and cleaning supplies as are available for use by the public.

The individual/group is responsible for leaving the room in the condition in which it was found. If an individual/group fails to return a room to the condition in which it was found, the Library reserves the right to charge a clean-up fee.

Each individual/group is responsible for clean-up and disposal of all food remains after the meeting. If an event is catered, it is the individual's/group's responsibility to assure that the caterers promptly remove all food and restore the room to its appropriate condition. Individuals/groups are 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.

The Library must be notified 48 hours in advance of cancellations so that rooms can be made available to others ~~groups~~ and failure to do so could result in future reservations being canceled.

During adverse weather conditions, individuals/group should check local resources, including the Library's website, for closing information. All meetings scheduled during the closed times at any library outlet are canceled. In other emergencies, all efforts will be made to notify organizations scheduled to use the meeting rooms.

Current:

MEETING ROOMS

Availability

Designated library meeting rooms are available to non-profit gatherings of educational, civic, cultural, charitable, and governmental groups and organizations, artistic performances and community members on an equitable basis, regardless of the beliefs or affiliation of the individual or groups requesting use. The Library makes these facilities available to promote cultural and educational opportunities and to promote an open exchange of ideas in the community. The fact that a group is permitted to use a room does not in any way constitute an endorsement by the Library of the group's policies or beliefs. All meetings and events held in our meeting rooms are open to the general public.

The Library strives to comply with all requirements of the Americans with Disabilities Act by making all buildings, classes and events accessible. If any aids are needed, groups must make arrangements with CRRL in advance of any scheduled meeting.

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Director. No admission may be charged for performances without permission from the Library Director.

The meeting rooms are available for use during those hours the Library is open. Special arrangements may be made for after-hours use of the theater at the Fredericksburg Branch. No fee will be charged for use of the room. Bookings are made on a first-come, first-served basis.

Confirmation of a room reservation by a group or individual indicates the individual/group's willingness to abide by Library policies and procedures and, if violated, could result in denial of room use. Individuals and/or organizations agree to indemnify and hold harmless the Central Rappahannock Regional Library from and against any and all claims, demands, losses, liabilities, costs, and expenses (including attorney's fees) arising out of or in connection with an individual's or organization's use of the facility.

The Library reserves the right to limit a group's regular use of a room to once a month in order to accommodate the needs of other groups. The Library reserves the right to dismiss a group from the room and from further use of the room for disorderly conduct or for failing to adhere to room use policies and regulations.

Privileges And Responsibilities

Depending on the nature of the activity, CRRL may require a current Certificate of Insurance (COI). CRRL will notify individual organizations of any such requirements.

Food and drinks may be served. If alcoholic beverages are planned, the required state permit must be procured and displayed during the meeting/event.

The Library will provide equitable access to and use of such library-owned equipment and cleaning supplies as are available for use by the public.

The group is responsible for leaving the room in the condition in which it was found. If a group fails to return a room to the condition in which it was found, the Library reserves the right to charge a clean-up fee.

Each group is responsible for clean-up and disposal of all food remains after the meeting. If an event is catered, it is the group's responsibility to assure that the caterers promptly remove all food and restore the room to its appropriate condition. Groups are financially responsible for any damages to the premises or furniture incurred during use of the room.

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