

**PRINCE WILLIAM PUBLIC LIBRARIES**  
**Library Policies**

**Use of Community and Study Rooms**

Approved by the Library Board of Trustees September 23, 2021

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**Use of Community and Study Rooms Policy**

The Prince William Public Libraries maintains community/study rooms of various sizes for library-related activities at the following branches:

**Bull Run Library**

703-792-4500

**Central Library**

703-792-8360

**Haymarket Gainesville Library**

703-792-8700

**Montclair Library**

703-792-8740

**Chinn Park Library**

703-792-4800

**Dumfries Library**

703-792-5678

**Manassas City Library**

703-792-8820

**Potomac Library**

703-792-8330

1. Only non-profit groups based in Prince William County or the City of Manassas are eligible to use the community rooms. National groups, such as the Leukemia Society, that directly service the County or City, but do not have a local chapter or representative, may also use the room.
2. Events held in library community rooms must be open to the public. Rooms are available on equal terms without charge regardless of beliefs and affiliations. Permission to use library community or study rooms does not constitute endorsement by the library of the user's beliefs or opinions.
3. Library use takes precedence in scheduling. Activities sponsored by Prince William County or the library are not subject to the guidelines of this policy.
4. Activities designed to lead directly to the purchase of goods and services are not allowed. Fundraising activities sponsored by the Friends of the Library or the Library Foundation are the exception to this policy.
5. Admission fees may not be charged to people attending meetings. Exceptions are made in the case of registration fees for programs or educational courses or events held in cooperation with the library, where fees may be charged to cover the cost of materials.
6. The library is unable to accommodate the use of community and study rooms for events of a social or personal nature (e.g., birthdays, funerals, wedding receptions, reunions, playgroups, etc.).

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7. All publicity must carry the name and contact information of the sponsoring organization. The library cannot be identified as the sponsor, nor can the publicity list the library's phone number. Library addresses and telephone numbers must not be listed or used as the official address of an organization or group using library community or study rooms.
8. Publicity materials promoting an activity in the community or study rooms may not be placed in the library without permission of the library manager.
9. The library assumes no responsibility for loss, damage, or liability/injury that may arise through use of the facility.
10. The person signing the application and/or the organization represented shall be held financially responsible for any damage to the facility, furniture, and equipment during the period of use.
11. Non-compliance with policy and regulations may result in forfeiture of room privileges.
12. Users of the community or study room will be responsible for setting up the room according to their own needs. Rooms are available during hours when the library is open to the public; users may not enter library buildings before the regular opening time to the public. Use of library community or study rooms must conclude 30 minutes before the library closes. Equipment, supplies, or personal effects may not be stored or left in the building before or after use of the room.
13. Attendance at events in community and study rooms will be limited to the posted capacity of the individual room as listed on the Room Use Application.
14. Refreshments, excluding alcoholic beverages, can be consumed in the community room. A small kitchen is available for use at some branches. Outside food deliveries are not permitted if they require library staff intervention. Organizations are required to provide their own utensils and supplies and to dispose of leftovers and waste. Any spills must be reported to library staff immediately.
15. Beverages only, excluding alcoholic beverages, can be consumed in the study rooms. No food is allowed in these areas.
16. Smoking, vaping, candles, or use of an open flame are not allowed.
17. Computers and projection equipment belonging to users can be used in community and study rooms. Audiovisual capabilities vary by room location; users can confirm with their local library. Library staff will assist with the set-up of library-provided

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audiovisual equipment requested at the time of application (where available). Public Wi-Fi is available in community and study rooms. Not all equipment is compatible with all devices, and staff may be unable to assist in troubleshooting personal devices.

18. All activities and participants must adhere to the library Rules of Conduct Policy and to Prince William County rules and regulations, including those relating to fire prevention. Activities in all library rooms must not disturb other users of the library, (e.g., excessive noise, aromatic foods).
19. All groups are responsible for cleaning up the room at the conclusion of the meeting. Clean-up of the room must be completed within the designated reservation time period. Groups must return the community room to its original state.

**Community and Study Rooms Reservation Information**

1. Requests must be made through the online reservation system at <https://www.pwcva.gov/department/library/room-reservation>
2. The patron whose card was used to reserve the room must be present for the entire period of room use and is responsible for the room. Identification will be requested at check-in.
3. If the requestor of the reservation is more than 15 minutes late, that reservation may be cancelled, and the room may become available to be reserved by others.
4. The library should be notified as soon as possible of meeting cancellations. Repeated failure to notify the branch of a cancellation may result in the denial of future applications for six months.

**Community Rooms**

1. Community rooms are available at Bull Run, Chinn Park, Central, Haymarket Gainesville, Montclair, and Potomac Libraries.
2. Requests can be made by a library cardholder at least 18 years of age who must be in attendance.
3. Community rooms are intended for community groups or organizations and not for individual use.
4. Reservations can be requested 90 days in advance. Only one booking per month, per library, per group is allowed at any time. Users will not be allowed to schedule use of any library room on a regular, continuous basis (e.g., the second Monday of each month).

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**Study Rooms**

1. Study rooms are available at Bull Run, Chinn Park, Central, Dumfries, Haymarket Gainesville, Manassas City, and Montclair Libraries.
2. Requests can be made by a library cardholder 13 years and older. Study rooms are intended for small group study use.
3. Study rooms may be reserved for 2 hours twice a week (Monday-Sunday), with the possibility of an extension, depending on demand.
4. Reservations can be requested 14 days in advance.

*Adopted by the Library Board of Trustees September 23, 2021  
Supersedes 4/27/2017; 11/7/2016*