



# Facility Use Policy

Ruby B. Archie Public Library  
511 Patton Street  
Danville, Virginia 24541  
434.799.5195

The mission of Ruby B. Archie Public Library is to empower and engage the surrounding community through access to free resources and services that enable creative thinking and lifelong learning. Our vision is to strengthen the community we serve by providing valued customer service, resources, and positive experiences that will facilitate continuous learning, enjoyment of reading, and the creation of new ideas.

The Library seeks to work cooperatively with other community organizations and may cosponsor or endorse cooperative activities with community clubs and hobby groups. **The building and grounds are not available for public access or non-library-related/endorsed programs, meetings, or events.**

A cosponsored program is initiated by a community member or organization in coordination with Library staff to provide programming to the public. Cosponsored programs are intended to promote and enhance the collections, services, mission, and vision of Ruby B. Archie Public Library.

Cosponsored programs...

- must be free and open to the public
- must be held within regular Library operating hours
- may not be used for commercial, religious, or partisan purposes, or
- may not be used for the solicitation of business.

Requests for cosponsored programs are reviewed by Library staff and will be approved on a variety of criteria including, but not limited to:

- Relevance to the Library's Vision and Mission
- Anticipated quality of the program
- Relationship to existing Library programs
- Availability of space
- Availability of resources including personnel

***The selling of products or services is not permitted in library facilities or on library grounds unless otherwise agreed upon. This includes service demonstrations or client recruitment. Library co-sponsorship does not constitute an endorsement of the content or views expressed.***

## PUBLIC USE/RESERVATIONS

The Library Maker Space and Auditorium are available to rent a limited basis Monday – Thursday, 10 a.m. to 7 p.m.; Fridays, 10 a.m. to 5 p.m., and Saturdays from 10 a.m. until 2 p.m. Rental fees are established by City Council. All room use is based on availability and library programming takes precedent. ***Not all requests for room rentals will be honored.*** A reservation will not be recognized until an application is completed and all fees are paid in full. Reservations must be made 15 days prior to the date of the rental.

Library administrative staff will assign rooms relative to need and occupancy. Due to the proximity to business activity in the library; room attendees should refrain from excessive noise. Patrons may bring food for meetings; however, they are responsible for all cleanup.

It is the responsibility of the renter that all guests using the conference rooms follow all rules and regulations set forth by Ruby B. Archie Public Library. Library staff shall have authority to enforce all rules and regulations. Disorderly conduct or violation of these rules by anyone in attendance using the facility will not be tolerated and may be cause for immediate closing of the function with no refund.



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All facilities are available to walk-in use based on availability and need at the discretion of staff for individuals, families, and/or tutors. Anyone requiring a Library space for more than two hours must pay the appropriate reservation fee for the entirety of room use. Walk-in usage is subject to availability. Groups of 10 or more are required to pay the reservation fee.

## ROOM CAPACITY

Auditorium	50 persons
Computer Lab	10 persons
Genealogy Room	25 persons
Maker Lab	25 persons
Story Time/Activity Room	25 persons