POLICY

Meeting Room Policy

Public Use of Meeting Rooms

The library welcomes the use of its meeting rooms by community groups in Carroll County for civic, educational, and cultural activities. The Library, its Board of Trustees, and staff do not endorse the actions, opinions, or expressed points of view of the organizations that sponsor or host meetings or the individuals who attend meetings and events on library premises. All meeting room activity is subject to behavior policy guidelines https://library.carr.org/about/behavior.asp

Acceptable Uses

- Library-sponsored and co-sponsored programs
- Government-related meetings, including Carroll County Government, Carroll County municipalities, the State of Maryland, and the federal government, as well as elected officials at any of these levels of government
- Accredited educational organizations such as Carroll County Public Schools, private schools, and homeschool organizations
- Nonprofit groups
- Tutors offering one-on-one or family sessions
- Individuals and community groups for civic, educational, and cultural activities

Unacceptable Uses

- Private Social Uses (such as birthday parties, weddings, baby showers, etc.)
- Purposes where, in the judgment of the Executive Director, disorder and substantial disruption of the functioning of the library are likely to occur

Reservation Requests

- Ways to Request a Reservation:
  - Go to our website https://ccpl.librarymarket.com/reserve-room
  - Call a branch
  - Visit a branch
- Reservations will not be accepted for dates more than two months in advance
- Reserving a library meeting room constitutes acceptance of the library's meeting room regulations

Cancellations

- Cancellations can be made via the link in your confirmation email or by calling your local branch
- Cancellations should be made as early as possible and at least 24 hours in advance
• Failure to cancel prevents the use of a meeting room by other groups. Failure to notify the library of a cancellation may jeopardize future reservations.
• Reservations are forfeited if a requestor does not arrive within 15 minutes after the start of the reserved time

**Hours of Service and Fees**

• Meeting rooms are available for use during regular library hours
• The library may charge a fee for use of the meeting rooms
  o No meeting room fee will be charged for the following uses:
    • library-sponsored and co-sponsored programs
    • government-related meetings
    • accredited educational organizations
    • nonprofit groups
    • tutors offering one-on-one or family sessions
    • an individual working alone
    • small groups meeting for not-for-profit or non-business uses
  o A meeting room fee will be charged for the following uses
    • for-profit groups
    • businesses
• Meeting room reservations and fees include the time required to setup, teardown, and meet
• The library reserves the right to determine if fees are warranted based on intended use
• The library reserves the right to limit the length and quantity of reservations based on availability.

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