

Meeting Room Policy & Regulations

Public Use of Meeting Rooms

Uses

The library welcomes the use of its meeting rooms by community groups in Carroll County for civic, educational, and cultural activities and discussion of current events. The rooms are not available for purposes where, in the judgment of the library director, disorder and substantial disruption of the functioning of the library are likely to occur. The rooms may not be used for private birthday parties, baby showers, weddings or personal social events. Library programs, including programs through partnerships such as the Learning Advantage Partnership, will have first priority for use of the rooms.

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/docs/behavior.pdf>

Reservations

The application for use of a meeting room is available on the library's website, library.carr.org, or by calling or visiting one of our branches and asking a librarian for assistance. Reservations will not be accepted for dates more than three months in advance. Reserving a library meeting room constitutes acceptance of the library's meeting room regulations, which are posted on the website and must be acknowledged before a reservation can be finalized. Requestors can download the regulations for future reference, or library staff may assist them in obtaining copies.

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. Cancellations prevent the use of a meeting room by other groups; therefore the library reserves the right to charge a \$10 fee for cancellations within five days of the event. Failure to notify the library of a cancellation may jeopardize future bookings. Reservations are forfeited if a requestor does not arrive within 30 minutes after the start of the reserved time. Also, a \$10 fee will be charged. Repeated failure to comply will result in loss of privileges.

Hours of Service and Fees

Meeting rooms are available for use during library hours. All meeting must begin at least 30 minutes before the library closes. **Meetings in the large meeting room that extend past the branch closing time must be completed and the building cleared by 11pm.**

The library reserves the right to make fee determinations. No meeting room fee will be charged for the use of the meeting rooms by the following groups: 1) library-sponsored and co-sponsored programs; 2) 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; 4) nonprofit groups; (5) tutors offering one-on-one or family sessions.

For-profit groups will be charged as follows:

Large meeting room - \$50 per 2-hour block, not to exceed \$150 for each use

Small meeting room - \$25 per 2-hour block, not to exceed \$75 for each use.

Fees are due the day of the reservation. Payment may be made by cash, credit card, or check made payable to Carroll County Public Library.

Adopted 6/24/80

Revised 4/25/84

Revised 10/25/89

Revised 4/22/98

Revised 4/26/06

Revised 9/22/10

Revised 2/16/11

Revised 3/23/11

Reservation & Payment procedures revised by staff June 2014

Revised 11/18/2015

Revised 5/24/2017

Revised 10/24/2018

Meeting Room Regulations

1. It is understood that the public will be welcome to meetings for which no meeting room fee is charged, with the following general exceptions (mediation sessions, private tutoring). If a meeting room fee has been paid, the group reserving the meeting room determines whether the gathering will be open to the public.
2. Meeting attendance may not exceed the posted room capacity (listed on the library's website) determined by building and fire regulations.
3. Children's and youth groups may use the facility, provided that they are adequately supervised by adult sponsors (no less than 1:20 ratio).
4. No exhibits, maps, charts, posters, etc. may be hung on the walls without advance permission. Check with the specific branch regarding the availability of display space.
5. If a meeting room fee has been paid, the group reserving the meeting room may charge an admission fee and sell products or services within the confines of the meeting room only. No signs may be posted or brochures distributed elsewhere on library property.
6. Light refreshments may be served if requested in the application and if the kitchenette (where available) is left in an orderly condition. No alcoholic beverages may be served.
7. Tobacco use, including e-cigarettes, is not permitted in any area of the library or on library property.
8. No group or organization shall use the library as a mailing address.
9. Any advertisement or promotion, including print or digital brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and phone number of the individual or organization sponsoring the meeting. The library logo, website and phone number may not appear on the publicity. The library may not be identified or implied as a sponsor. All publicity material must include the following disclaimer: "Use of library meeting space does not constitute endorsement of this organization, this program or its content by the Carroll County Public Library."
10. The library reserves the right to share the contact information of any individual/organization that books a meeting room, if requested by a member of the public.
11. The library will not provide staff to assist with the loading or unloading of materials and supplies brought by groups using a meeting room.
12. When making a booking, please include time for setup and return of the room to its standard arrangement. Any rearrangement of furniture and other equipment must be handled by the users and then replaced to a standard arrangement when finished. Lights in the meeting room and restrooms (for after hour programs) must be turned off at the end of the meeting.
13. The library is not responsible for lost or stolen articles.
14. The library is not responsible for any injury to persons or damage to personal property resulting from the use of library facilities.
15. The person booking the room on behalf of the group is responsible for damage to library property.
16. In the event of an emergency, the library director reserves the right to cancel meeting room reservations. In the event of severe weather conditions, emergency closing information is available on the library's website.

17. No personal equipment or other items belonging to a group may be left in the library between meetings.
18. The library phone may not be used for personal business.
19. Members of groups using a meeting room during library hours must not disturb library customers. Children associated with groups using a meeting room should be supervised while in the library. <https://library.carr.org/about/docs/behavior.pdf>
20. Failure to adhere to meeting room policies or regulations may result in revocation of meeting room privileges.

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