



## Meeting Room Fees and Regulations

### Fees

#### Branch Locations

- Large Meeting Room - \$25 per hour
- Small Meeting Rooms - \$15 per hour

Branch Meeting Room payments may be paid online using the link in the payment email or in person at any location. The branches accept cash, credit card, or check made payable to Carroll County Public Library. Cancellations must be made prior to the start of the reservation to receive a refund.

#### Exploration Commons

- Large Meeting Room - \$50 per hour
- Classroom - \$25 per hour
- Small Meeting Rooms - \$15 per hour

Exploration Commons Meeting Room payments are due at the time of the reservation with a Credit Card. Exploration Commons Meeting Room cancellations must be made prior to the start of the reservation to receive a refund.

Fees at all locations are charged in 15-minute increments.

### Regulations

1. All users of the meeting rooms agree to comply with the library's behavior policy <https://library.carr.org/about/behavior.asp>. Groups and individuals using a meeting room must not disturb library customers. Children associated with groups using a meeting room must be supervised while in the library.
2. Meeting attendance may not exceed the posted room capacity.
3. Nothing may be hung on the walls or door without advance permission. Check with the specific branch regarding the availability of display space.
4. No signs may be posted or brochures distributed on the door or outside of the reserved meeting room without approval by the library in accordance with the [Policy for Community Postings, Display Cases, and Artwork Exhibit 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.
6. Non-profit groups (who do not pay a fee) may not sell items but may charge admission for events or meetings held within the confines of the meeting room only.
7. Light refreshments may be served if noted when the reservation is submitted and if the kitchenette (where available) is left in an orderly condition. No alcoholic beverages may be served.
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 or organization that reserves 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 meeting room reservation, please include time for setup and return of the room to its standard arrangement. Any rearrangement of furniture and equipment must be handled by the users and then replaced to a standard arrangement when finished.
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 reserving the room on behalf of the group is responsible for damage to library property.
16. In the event of an emergency, the Executive Director or their designee 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. Failure to adhere to meeting room policies or regulations may result in revocation of meeting room privileges.

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