

The Anne Arundel County Public Library welcomes the use of its Meeting Rooms for activities of a civic, cultural, or educational nature, for the discussion of current public affairs, use by not-for-profit/nonprofit and community service organizations and by private businesses and individuals. Groups may be asked to show verification of non-profit status.

No fee will be charged for the use of Meeting Rooms by the following groups or individuals:

- Library-sponsored programs and meetings held in partnership with local organizations.
- Not-for-profit/non-profit groups.
- Local, state and federal government agencies
- Library organizations
- Individuals and groups using the room for study or free tutoring

All meetings for which no Meeting Room fee is charged must be open to the public. If a Meeting Room fee has been paid, the entity reserving the Meeting Room determines whether the gathering will be open to the public. Gatherings that pertain to internal Library or government-related activities may not be open to the public.

Rooms are not available for private social purposes, for example, birthday parties, wedding receptions, community holiday parties etc., for the conduct of regular religious ceremonies or services, or where, in the judgment of the Library Administrator, the use poses a threat to the life, safety or property of any individual.

Rooms are available to groups in the community regardless of the beliefs or affiliations of their members. Meeting Room use does not imply Library endorsement.

Politicians and political groups may use the rooms, but groups or committees for the advancement of an individual's success in a political campaign shall be denied such use.

Library programs will be given preference for use of the rooms.

The Library reserves the right to revoke permission to use any Meeting Room.

## **FEES**

For-profit private businesses, individuals, groups, or organizations will be charged a fee for the use of the Meeting Room.

- Meeting Rooms:
  - Up to 5 hours \$50
  - 5 or more hours \$75
- Small Conference Rooms or partitioned Meeting Room:
  - Up to 5 hours \$25
  - 5 or more hours \$35

Organizations are responsible for own set-up and clean-up. Time for set-up and clean-up is included in the hours booked.

The booking fee must be paid at the branch at the time of the Meeting Room booking and submitted with a completed Meeting Room Application.

Fee may be paid by cash, check or credit card.

A for-profit group that does not use a room after paying the booking fee will be charged the listed fee unless the group cancels the meeting by calling the branch at least 48 hours before the scheduled date. No refund will be made for cancellations made less than 48 hours of the scheduled date. Organizations that cancel at least 48 hours before the scheduled date will receive full reimbursement by check mailed to the address on the application, if payment was made by cash or check. If payment was made by credit card, the refund will be made at the branch on presentation of the receipt. The receipt is required for reimbursement for a credit card charge. The Library will make full refunds for room reservations if the branch Library is not open due to weather or other Library emergencies.

## **RESERVATIONS**

Applications for the use of the Meeting Rooms should be made to the Branch Manager as much in advance as possible. No Meeting Room may be used without the express permission of the Branch Manager.

Groups desiring continuing meetings should apply on a calendar year basis. A new Meeting Room policy form must be completed each year.

Meetings may be scheduled only during the hours the Library is open.

## Meeting Room POLICY - REGULATIONS

Each organization requesting use of the Meeting Room must observe the following regulations:

1. Non-profit organization: No admission fee may be charged, nor may a collection be taken. Activities for the purpose of raising money for a charity may not be held in the Meeting Room. The only exceptions are in the case of paid registration at conferences or institutes, held in cooperation with the Library, or payment of fees for regularly scheduled education courses sponsored by not-for-profit/non-profit organizations. No product or service may be sold. This includes items for sale by members of collecting clubs such as stamp clubs, baseball trading card clubs, etc. Organizations may collect payment for materials required for educational or group discussion use. Dues for the organization may also be collected.
2. For-profit organization: Admission fees may be charged by a for-profit organization that has paid a fee for the Meeting Room. Products or services may be sold by a for-profit organization that has paid the Meeting Room use fee.
3. No printed materials may be posted or distributed outside the Meeting Room on Library property without permission of the Branch Manager as authorized by the Library Administrator. Requests for permission to display exhibits will be treated in like manner.
4. Light refreshments, excluding alcoholic beverages, may be served, but organizations are required to provide their own utensils.
5. Organizations must provide their own AV equipment. Meeting Rooms are equipped with projection screens.
6. Any organization or group using the Meeting Rooms will be responsible for setting up the rooms according to its own needs. The Library staff will bear no responsibility.
7. Meetings must end no later than 15 minutes before branch closing time. The organization or group using the room must restore the furniture and the room to the order in which it was found. Repeated violation of this rule will result in termination of Meeting Room privileges. Janitorial service is not available at the time of the meeting.
8. All publicity, e.g. posters, brochures, radio or TV announcements must carry the name of the organization sponsoring the meeting. The Library may not be identified as sponsor. The Library does not publicize non-Library sponsored meetings or events.
9. Neither the name nor the address of a branch Library may be used as the official address or headquarters of the organization, nor as a contact for registration.
10. Youth organizations using Meeting Rooms must have at least two adults (18 or over) present at all times.
11. If a meeting is cancelled, the Branch Manager should be notified as soon as possible. Repeated no-shows will result in termination of Meeting Room privileges.
12. The Library is not responsible for lost or stolen articles.

13. No program in the Library may be broadcast or televised without permission from the Library Administrator.
14. Smoking is not permitted. Open fire is not permitted in the Library, including the use of candles in the Meeting Room.
15. Federal regulations require the group or organization using the Meeting Room to provide a sign-language interpreter for the hearing impaired if one is requested. This request must be made to the organization at least one week in advance. The Library will assist in identifying sign language interpreters.
16. No group or organization using the Meeting Room will discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services.
17. According to the Anne Arundel County Code, at the beginning of each meeting, the person in charge must:
  - a. Make sure all doors leading from the Meeting Room are unlocked.
  - b. Call to the attention of the people present at the meeting the number and location of the exits from the Meeting Room.
  - c. State that the doors are unlocked.
18. The Library posts a monthly Meeting Room schedule for the public. Organizations wishing to make their own sign should submit a sign to the Branch Manager, in accordance with the following guidelines:
  - a. Signs must be 11" high × 14" long, and provided by the organization.
  - b. Signs must display simple, clear letters, approximately 1/2" to 1" high, on white cardboard or poster board.
  - c. Signs may be displayed by the organization no more than one hour before the meeting begins.
  - d. The organization is responsible for removing the sign immediately after the meeting. Any signs left behind will be destroyed.
19. When the Library closes because of an electrical or heating/cooling equipment failure or a weather-related emergency, all efforts will be made to notify organizations scheduled to use the Meeting Room. During adverse weather conditions, the group should check with the branch or listen to local radio stations for closing information.
20. Art may be on exhibit in the Meeting Room. Viewing of an art exhibit by the public during a scheduled meeting is permitted unless a library, government department/agency or for-profit organization that has paid a fee is using the Meeting Room.
21. Exceptions to these policies are possible only by permission of the Library Administrator and/or by the Library Board of Trustees.

## MEETING ROOM SCHEDULING

1. Agreements for Meeting Room use are done each calendar year.
2. Bookings at each branch beginning the first Monday in October. Branches will release weekdays held for possible Summer Reading Program bookings on the first Monday in April. Scheduling is done on a first come, first served basis.
3. Organizations are limited to one booking every other week per branch location. For branches with more than one Meeting Room space, booking both rooms simultaneously is not permitted.
4. Individual adults can use the Meeting Room as a quiet room if it is not booked. Multiple adults may use the room for quiet study at the same time. Individuals under the age of 18 may not use the room unless accompanied by at least two adults.
5. Individuals may not reserve the room in advance and must request permission to use the room at the Information Desk.
6. The Meeting Room will become available to walk-ins if the non-profit organization that booked the room has not arrived within 30 minutes of their scheduled time.
7. The branch manager approves or disapproves each request by an organization to use the Meeting Room.
8. The branch manager can delegate the task of scheduling organizations to use the Meeting Room to another staff member. The branch manager is ultimately responsible for the use of the Meeting Room.
9. The organization completes the Meeting Room Application listing all dates and times of meetings. If an organization uses more than one branch, a Meeting Room Application must be on file at each branch.
10. If an organization with prior approval requests additional Meeting Room use, a designated staff member may schedule the dates. In using the Meeting Room, federal, state and county agencies are accorded the same treatment as any Library organization or Library meeting. The Meeting Room is not open to the public during scheduled Library or government department/agency meetings.
11. Meeting Room Schedule will be filled out monthly and posted in the Library.



For \_\_\_\_\_  
Official Name of Organization (Please Print)

Description of organization: \_\_\_\_\_

Is this organization a non-profit/not-for-profit organization? \_\_\_\_\_

Contact Person \_\_\_\_\_  
(Please Print)

Address \_\_\_\_\_  
\_\_\_\_\_

Daytime phone no. \_\_\_\_\_ Evening phone no. \_\_\_\_\_

Email address \_\_\_\_\_

Agreed by \_\_\_\_\_

Amount of fee \_\_\_\_\_

Fee paid? \_\_\_\_\_ Signature of Staff Member \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

May we give out the name and phone number of the contact person if requested by member of public?

Yes  No

- The above application must be signed by each person reserving the meeting room.
- A copy of the Meeting Room Policy—Rules and Regulations will be given to the signatory.
- The Meeting Room Application will be kept on file at the branch.

APPROVED BY THE LIBRARY BOARD OF TRUSTEES - Revised September 17, 2009

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