

**Rules and Regulations**

The Anne Arundel County Public Library (AACPL) offers the use of its Meeting Rooms for public gatherings by groups who agree to observe the Library rules and whose activities do not discriminate based on race, color, national origin, sex, religion, age or disability and will not adversely affect Library operations. Rooms are available to groups regardless of the beliefs or affiliations of their members. AACPL reserves the right to revoke permission to use its Meeting Rooms.

Limitations: Meeting Rooms are not available for social gatherings (such as parties or entertainment), fund-raising efforts, religious ceremonies or services, for an individual's political campaign or when, in the judgment of the Library Chief Executive Officer, the use poses a threat to the life, safety or property of any individual.

Art may be on exhibit in AACPL Meeting Rooms. Public viewing of an art exhibit during a scheduled meeting is permitted unless the Library, a government department/agency, or a for-profit organization is using the Meeting Room.

**FEES**

Non-profit and not-for-profit groups may use the Meeting Room free of charge, however, they may be required to show verification of non-profit status. All meetings must be open to the public.

AACPL, library affiliated groups, local, state and federal government offices/departments and their elected officials and the Anne Arundel County Literacy Council tutors are not required to pay a fee in order to use AACPL Meeting Rooms. These meetings may be closed to the public.

For-profit groups must pay a fee by cash, check or credit card at the branch at the time of the booking. Refunds will be made only if the group cancels its meeting at least 48 hours in advance or if the Library is not open due to weather or building emergencies. Payment by cash or check will be reimbursed by check and will be mailed to the person/address on the application. Payment by credit card will only be reimbursed to the same credit card upon presentation of the original receipt. These meetings may be closed to the public.

<b>FEES</b>	<b>TIME</b>	
	<b>Less than five hours</b>	<b>Five or more hours</b>
Meeting Room	\$50	\$75
Small conference room or partitioned Meeting Room	\$25	\$35

**RESERVATIONS**

Meeting Room reservations are made on a yearly basis. Reservations for the next calendar year are accepted beginning on the first Monday of October of the current year. Additional availability of Meeting Rooms for weekdays during the summer months will be determined in early spring. Reservations for these dates can be made beginning the first Monday of April. A new application must be completed each year and/or any time the contact for the organization changes. The Meeting Rooms are only available during Library operating hours and all groups must vacate the room 15 minutes prior to closing time. Groups may book only one room for no more than once every other week at any individual branch location.

**CANCELLATIONS**

Organizations should notify the Library as soon as possible if a meeting is cancelled.

**Non-profits** - repeated "no shows" will result in termination of meeting room privileges.

**For-profits** – refunds are made only with 48 hours advance notice of cancellation. (See Fees –For Profit.)

## **POLICY - REGULATIONS**

**Accommodations:** The number of chairs and tables that are available is based on room capacity. Meeting Rooms are equipped with screens. No additional audio-visual equipment is available. All Meeting Rooms have sinks and trash containers.

### **Admission Fees:**

- *For profits:* Admission fees may be charged and products or services may be sold by a for-profit organization that has paid a fee to use the Meeting Room.
- *Non-profits:* No money may be collected by a non-profit group, including charities, using an AACPL Meeting Room, with the exception of dues, fees/materials for education courses or registration fees for conferences and/or other events held in cooperation with the Library. If a group has not arrived within 30 minutes of their scheduled time, the room may be available to walk-ins.

**Emergency Closings:** When AACPL or a specific branch Library closes because of weather or building emergencies, every effort will be made to notify organizations scheduled to use the Meeting Room(s). During adverse weather conditions, group representatives should call the branch and listen to the recorded message or go to the AACPL website at [www.aacpl.net](http://www.aacpl.net) for more information.

**Food and Drink:** Light refreshments, excluding alcoholic beverages, may be served. Organizations are required to provide their own utensils and are responsible for clean-up.

**Publicity:** Organizations may not identify AACPL as a sponsor or use the Library phone number/ mailing address as contact information for the organization. AACPL posts a monthly Meeting Room schedule for the public. Organizations wishing to display their own sign may do so one hour before their meeting and must remove their signage immediately following the meeting. No program in the Library may be broadcast or televised without permission from the Library Chief Executive Officer.

**Responsibilities:** Organizations are responsible for setting up the rooms according to their needs and should include time for set-up and clean-up into their reservation time. Janitorial services are not available. Members of the organization must leave the room at the end of the reserved time period. Rooms must be left in the same condition as they are found.

Groups are responsible for making their meeting accessible to individuals with disabilities. Federal regulations require groups using the Meeting Room to provide a sign language interpreter for the hearing impaired if one is requested. AACPL will assist with identifying a sign language interpreter if the request is made at least one week in advance.

**Safety:** For public safety, at the beginning of each meeting, the person in charge of the meeting must make sure all interior doors leading from the Meeting Room are unlocked and call attention to the number and location of exits from the Meeting Room.

Smoking is not permitted. Open fire is prohibited in the Library, including the use of candles.

Individuals under the age of 18 must have at least two adults (age 18 or older) present at all times.

**Exceptions** to these policies are possible only by permission of the Library Chief Executive Officer and/or by the Library Board of Trustees.

**APPROVED BY THE LIBRARY BOARD OF TRUSTEES – REVISED: September 2010**



\_\_\_\_\_ Branch

*Please Print*

For: \_\_\_\_\_  
Official Name of Organization

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

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

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

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

Yes  No

**Agreement:** The undersigned acknowledges that AACPL reserves the right to cancel existing reservations and to refuse future reservations to groups who fail to abide by these regulations. A copy of this signed policy statement must be on file at the branch before the meeting may take place.

As a representative of the organization, I have received and read this policy governing the use of the meeting rooms and agree to abide by it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Staff Use Only** - For-Profit groups

Amount of fee: \_\_\_\_\_ Date paid: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**DATES/TIMES BOOKED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_