

# Harford County Public Library

## Meeting Room Policy and Regulations

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### **Policy Statement**

The library welcomes the use of its meeting rooms for activities of civic, cultural, intellectual, charitable, or educational nature by groups who agree to observe the Library rules and whose activities will not adversely affect library operations. The rooms may not be used for purely social purposes which include but are not limited to parties or entertainment, or for fund-raising. Rooms may not be used as the sole or primary location to conduct regular business operations.

Priority for use of the rooms will be given in the following order:

- Harford County Public Library (HCPL)
- Government departments and officials (local, state, federal)
- Non-profit and community-interest
- For-profit businesses and organizations

Effective September 8, 2009 meeting rooms will be available to non-profit and for-profit groups for a fee.

<b>Fees</b>	<b>Non-Profit Groups</b>	<b>For-Profit Groups</b>
Up to 4 hours	\$30	\$100
4 to 8 hours	\$40	\$120
8 hours or more	\$50	\$140

Fees are not charged to the following:

- Library organizations and organizations of which HCPL is a member
- Departments of Harford County, State of Maryland, and United States Government
- Elected officials in local, state, and federal government

Checks should be made payable to Harford County Public Library.

Granting of permission to use library facilities does not constitute an endorsement of the users or their beliefs. The meeting rooms are not available for fund-raising programs, except by HCPL, HCPL Foundation, and Friends Groups of the Harford County Public Library. There will be no sales of products or services and no collection of admission fees, except for continuing education programs in which admission fees cover the cost of supplies and materials. The Library has the right to allow admission charges and/or the sale of products by any entity presenting a program sponsored by or in cooperation with the Library.

Meeting rooms may be reserved by any person age 18 and older up to one year in advance. All reservations and payment shall be received by the appropriate library branch within 14 days prior to the date of the meeting. Reservations will be cancelled if payment is not received by the due date.

In order to allow other groups reasonable opportunity to use the meeting rooms, the Library requires a minimum of 7 days notice for cancellation of a reservation in order to provide a full refund of the reservation fee. For cancellations less than 7 days in advance of the meeting date, the library will deduct an administrative fee (\$10 for non profit groups, \$25, for profit groups) from the refunded amount. If payment for the meeting room reservation is made by credit card, a credit to the same credit card used to make the reservation may be made immediately. Refunds for reservations paid by cash or check will take approximately 14 days. There will be no refund of the reservation fee for groups who cancel meetings without notifying the library. Full refunds will be given if the library is closed or the meeting room becomes unavailable due to adverse weather, power failure, building renovations, etc. In case of an emergency, the library has the right to deny access to the meeting room.

Every effort will be made to guarantee a reservation. However, the Library reserves the right to change or cancel a reservation to accommodate a library function, a Friends of the Library function, Library Foundation function, renovation or construction, power failure, or emergency closure. The Library will make every effort to provide a 30-day minimum notice of a change or cancellation of a reservation. The Library will attempt to work out the most convenient alternate date with the organization or suggest another location. The Library has the right to cancel or deny future booking requests and existing contracts for any individual or group which violates stated policy, regulations, or procedures.

### **Regulations for Non-Library Programs**

1. Gatherings shall be open to the public.
2. The meeting rooms are not available for fund-raising programs, except by the Library, Friends of the Library and Library Foundation, or for charging admission, except for continuing education programs in which admission fees cover the cost of supplies and materials.
3. Any publicity, brochures, and radio and TV announcement must have the name of organization sponsoring the meeting. The Library may not be identified or implied as a sponsor. The Library telephone number may not be used as a contact number.
4. The contact information (name, telephone, etc) used to reserve a meeting room may be given by the Library to individuals inquiring about the organization sponsoring the meeting. A sign, no larger than 8 ½" x 11", advertising the event may be displayed on the Library bulletin board, space permitting. No publicity is allowed on Library property outside of the building. No groups may use the Library as a mailing address.

5. No exhibits, maps, charts, posters, etc., may be hung on the walls without the permission of the librarian in charge on-site.
6. Neither the Library nor its address may be used as the address or headquarters of an organization.
7. Any applicant signing the meeting room reservation must be at least 18 years of age.
8. If a meeting is canceled, the Library requires a minimum of 7 days notice for cancellation of a reservation in order to provide a full refund of the reservation fee
9. The size of the group may not exceed the capacity of the room as defined by fire regulations.
10. Groups holding meetings or events in the Library meeting rooms are responsible for making the meeting accessible on request to individuals with disabilities. Sponsoring groups should be aware that any person requiring accommodation must contact the group to make the request 8 business days in advance of the meeting.
11. The meeting room will not be available prior to the time booked, so when making a booking, please include time needed for set up.
12. Groups must bring their own supplies such as pens, paper, pencils, tape, magic markers, projectors, laptops, audiovisual equipment, etc.
13. The Library is not liable for damage or theft of any equipment, supplies, materials or personal belongings.
14. Room arrangement, set up, and removal are the responsibilities of the sponsoring organization.
15. Light refreshments may be served, but the organization must provide their own dishes, cutlery, etc., and are responsible for clean up.
16. Approaching library users for the purpose of encouraging participation in the group's activities is prohibited.
17. At least one adult 18 years of age or older must be present at all times.
18. Permission to use the meeting room does not constitute nor imply a statement of support by the Library Board of Trustees for the organization or the content of the meeting.
19. No alcoholic beverages may be served.
20. There is no smoking permitted anywhere in the library building.

21. No open flames are permitted including candles.
22. The room must be left in the same condition as found. There is no janitorial service available for meetings. Containers are provided for the disposal of debris. The group is financially responsible for any damage incurred during use of the room.
23. The Library has the right to cancel existing reservations and to refuse future reservations to groups which fail to abide by the meeting room policies and regulations. Failure to comply with these regulations will result in the withdrawal of the privilege of further use of the meeting room by that group.
24. It is the responsibility of the representative of the group to complete a Meeting Room Reservation Form and have it approved by the Library and on file in the Library.
25. Meeting rooms are normally available during library hours. All members of the organization and people attending the meeting must leave the room at the end of the reserved period and leave the building by library closing time.
26. Arrangements for use of the room outside normal hours (before the library opens and/or for one hour after closing) may be requested, but may not be able to be granted. An after-hours fee of \$30 per hour will be charged.

A signed copy of this policy and regulation form must be on file with the Library before the meeting is held. A new signed form must be completed when there is a change in officers or employees of the organization. It is understood that inquiries concerning the meeting may be referred to the undersigned.

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

Name (print): \_\_\_\_\_

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

Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



# MEETING ROOM RESERVATION FORM

GROUP INFORMATION	
Name of Group:	Date:
Responsible Party:	
Address:	
Daytime Phone:	Evening Phone:
Email:	
Contact Person (if different from Responsible Party):	
Phone:	E-Mail:

PROGRAM INFORMATION	
Type of Program	
Date of Program:	Time:
Size of Group:	

**It is understood that all policy statements and regulations have been read and agreed upon. Inquiries about the program may be referred to the undersigned. The undersigned is responsible for all damages. All reservations and payment shall be received by the appropriate library branch within 14 days prior to the date of the meeting. Reservations will be cancelled if payment is not received by the due date. The library reserves the right to request and approve all promotional materials advertising the event or meeting.**

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

OFFICE USE ONLY				
<input type="checkbox"/> Meeting Room		<input type="checkbox"/> Conference Room		<input type="checkbox"/> Computer Lab
<b>Fees</b>	<b>Non-Profit Groups</b>	<b>For-Profit Groups</b>	Payment Due Date: <input type="checkbox"/> Payment Received Date Received: Staff Initials:	
Up to 4 hours	\$30	\$100		
4 to 8 hours	\$40	\$120		
8 hours or more	\$50	\$140		
(Circle One)				
Cancellation Date:			Staff Initials:	
Cancelled By:				
Reason:				
Amount Refunded:	Date Refunded:		Staff Initials for Refund:	

\_\_\_\_\_

Signature of Library Representative

\_\_\_\_\_

Date