



# BALTIMORE COUNTY PUBLIC LIBRARY

## Meeting Room Policy

**Priority and Purpose:**

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

1. The Baltimore County Public Library
2. Government departments and officials (local, state, federal)
3. Non-Profit, community-interest, and for-profit businesses and organizations

As a community service, library meeting rooms are available for public gatherings. The Library welcomes the use of its meeting rooms 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, nor may they be used for fund-raising. Rooms may not be used as the sole or primary location to conduct regular business operations.

**Fees:**

	Nonprofit Groups	For-profit groups
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:

1. Library organizations and organizations of which BCPL is a member
2. Departments of Baltimore County, State of Maryland, and United States government
3. Elected officials in local, state and federal government
4. Home school organizations (limited to one 3-hour period per month per branch between the hours of 9:15 a.m. and 5:00 p.m.)

Checks should be made payable to Baltimore County Public Library and sent to:

**Interlibrary Loan Department  
Baltimore County Public Library  
320 York Rd.  
Towson, MD 21204**

**Reservations and Payment:**

Customers making reservations must be a minimum of 18 years of age. All reservations and payment must be made through the Interlibrary Loan Department, Monday through Friday, 8:30 a.m. – 5:00 p.m., 410-887-6109. Individual branch libraries do not accept requests for reservations or payment for meeting room use. Payment for room reservations is required 14 days prior to the date of the meeting. Reservations will be cancelled if payment is not received by the due date.

**Cancellations:**

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. 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 renovation, etc. Groups should contact the Interlibrary Loan Department (410-887-6109) to cancel reservations. Individual library branches should not be contacted.

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 or construction.

**Please read and sign on the reverse side.**

**Regulations:**

Gatherings shall be open to the public.

Rooms may be reserved for times beginning 15 minutes after scheduled library opening through 15 minutes before library closing. Rooms will be available only during the time reserved. Any set-up or take-down time for which the room will be needed immediately before or after a meeting must be included in the reservation. Library staff is not responsible for setting up the room. All members of the organization and audience attending a meeting must leave the room at the end of the reserved period and leave the building by library closing time. The rooms must be left in the same condition as found at the beginning of the meeting. Janitorial service is not available during the meetings. Containers are available for trash.

There will be no collection of admission fees, sales of products or services, nor other direct fund raising activities. The Library does reserve 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.

Approaching library users for the purpose of encouraging participation in the group's activities is prohibited.

At least one adult 18 years of age must be present at all times.

Permission to use the meeting room does not constitute nor imply a statement of support by the Board of Library Trustees for the organization or for the content of the meeting.

Any publicity, (e.g. brochures, flyers, radio, TV announcements) must carry the name and telephone number of the organization sponsoring the meeting. The library may not be identified or implied as a sponsor. The branch library phone number may not be used as a contact number. 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 advertising the meeting may be hung on the library bulletin board. No publicity is allowed on library property outside of the building. No groups shall use the library as a mailing address.

No exhibits, maps, charts, posters, etc., may be hung on the walls without the permission of the librarian in charge on-site.

A standard number of chairs is provided based on room capacity. A minimum of three tables is available in each meeting room. No additional furniture or equipment is guaranteed. Organizations must provide their own audiovisual equipment. The library is not liable for damage or theft of any equipment, materials or personal belongings.

Light refreshments may be served if the room is left in an orderly condition and normal operations of the library are not affected. No alcoholic beverages may be served. Open fire, including the use of candles, is not permitted.

Groups holding meetings or events in the Baltimore County Public 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.

The library reserves the right to cancel existing reservations and to refuse future reservations to groups who fail to abide by these regulations.

A signed copy of this policy statement must be on file in the Interlibrary Loan Department before the meeting is held. New policy forms must be signed 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 governing use of the meeting rooms and agree to abide by it.**

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

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

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