

## **POLICIES AND AGREEMENT GOVERNING USE OF MEETING ROOMS**

### **Policy Statement**

Meeting rooms are for use by the St. Mary's County Library for library meetings and other library-sponsored programs.

The Library also welcomes use of its meeting rooms by individuals, organizations, and businesses who agree to observe the rules and whose activities will not adversely affect the library operations. There is no fee for non-profit organizations and government agencies. There is a fee for businesses.

Meeting rooms are available on a first come, first serve basis, regardless of the beliefs and affiliations of their members. Granting of permission to use library facilities does not constitute an endorsement of the users or their beliefs.

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, renovation or construction, power failure, or emergency closure. The library will make every effort to provide adequate notice and will attempt to find the most convenient alternate date 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.

The meeting rooms are not available for fund-raising programs, except by the Library and the Friends of the 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. The rooms may not be used for purely social purposes which include but are not limited to parties or entertainment.

Exceptions to this policy must be approved by the Library Director.

### **Fees for businesses**

There is no fee for non-profit organizations and government agencies.

There is a fee for businesses:

One meeting room: \$25 per hour or portion thereof

Use of both meeting rooms (A & B) at the Lexington Park Library is considered two (2) meeting rooms.

Fees must be paid no later than 10 days after the initial request or 48 hours before the scheduled meeting, whichever comes first. If the fees are not received within this time frame, the booking will be cancelled by the library. If the business or individual cancels the use of the room less than 48 hours before the meeting, a \$25 administration fee will be retained by the library. Additional fees will be returned. 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. All refunds must be requested in writing by the person who made the reservation.

Checks should be made payable to St. Mary's County Library. Fees can be paid at any library branch, at the Administration Office in the Leonardtown Library or mailed to:

Meeting Room Reservations  
St. Mary's County Library  
23250 Hollywood Road  
Leonardtown, MD 20650

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

1. Meeting rooms are available Monday through Saturday beginning at 9:00 AM at all branches and on Sundays beginning at 1:00 PM at the Lexington Park Library only. Groups must leave the building by 10:00 PM and observe the closing procedure outlined by the Branch Librarian. Meeting rooms are not available on days the library is closed.
2. All reservations are done from the library's website, [www.stmalib.org](http://www.stmalib.org). Customers are responsible for making their own reservations. This can be done from a library computer or outside computer. Library staff can instruct customers on how to use the site. Contact information must include a valid phone number and email address. Please include time for set up in the request. Meeting rooms will not be available until the actual time booked.
3. Reservations can only be made for the current calendar year. On September 15<sup>th</sup> of each year the calendar for the next year will open to the public for reservations. In order to make meeting rooms available to as many groups as possible, no organization shall use any meeting room more than 26 times per year.
4. Groups who book, but do not use the meeting rooms, are requested to give written notice 48 hours in advance of the cancellation. Email is preferred and such notices can be sent to [meetingroom@stmalib.org](mailto:meetingroom@stmalib.org). Groups who repeatedly fail to do so will have their privileges revoked.
5. Gatherings shall be open to the public.
6. 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 meetings. No publicity is allowed on Library property outside of the building. No groups may use the Library as a mailing address.
7. Smoking is prohibited in all areas of the library, including meeting rooms.
8. Loud talk or any use of the room which disturbs library customers is prohibited.

9. Refreshments may be served if the room is left in an orderly and clean condition. Organizations must provide all utensils and dispose of debris by placement in the library's dumpster or take it home with you. Further clarification can be obtained from library staff. No alcoholic beverages may be served.
10. The size of the group may not exceed the capacity of the room as defined by fire regulations.
11. No open flames are permitted including candles.
12. Any publicity (brochures, media announcements, etc.) must carry the name of the organization sponsoring the meeting. The library may not be listed as a sponsor. The Library telephone number may not be used as a contact number.
13. The organization using the meeting room will be responsible for its set-up. The organization using the meeting room must restore the furniture to the same order in which it was found. Property of the organization may not be left in the library. No items are to be attached to or hung on the walls.
14. The library is not responsible for lost or stolen articles.
15. The organization using the meeting room shall be held financially responsible for damage to property, including carpet stains, or injury to persons which may occur during the organization's use of the meeting room.
16. Any applicant signing the meeting room reservation must be at least 18 years of age. An adult (18 years old or over) must be present at all times when a youth group is using the meeting room, and must be responsible for the conduct of attendees while at the library.
17. In case of inclement weather, groups are responsible for calling the library, checking the library's website ([www.stmalib.org](http://www.stmalib.org)), or checking announcements on local radio stations regarding library closings.
18. All library equipment available for customer use appears on the room reservation page. All other necessary equipment must be supplied by the customer.
19. 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 the group.

**Waiver:** User knows, understands and acknowledges the risks and hazards associated with using the Library's meeting rooms and hereby assumes any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the St. Mary's County Library, the Local Government or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the User as a result of using the Library's meeting rooms and hereby irrevocably releases and discharges the Library, the Local Government and any of its officials, employees or agents from any and all claims of liability arising out of or

associated with the use of the Library's meeting rooms.

**Indemnification:** User shall indemnify and hold harmless the Library, Local Government and its officials, employees and agents from and against any and all liabilities, judgments, settlements, losses, costs or charges (including attorneys' fees) incurred by the Library, Local Government or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss of property damage caused by, arising out of, related to or associated with the use of the Library's meeting rooms by the User or by the User's members, employees, agents or invitees.

**Property Damage:** User shall pay the Library and/or the Local Government for any and all physical loss or damage to the Property (including the cost to repair or replace the property) caused by, arising out of, relating to or associated with the use of the Library's meeting rooms by the User or by the User's members, employees, agents or invitees.

**Approved by St. Mary's County Library Board of Trustees  
January 19, 2010 (Effective July 1, 2010.)**