



Meeting Room Policy

Intended Use

Meeting rooms are available in the Ocean City, Ocean Pines, Pocomoke, and Snow Hill branches of the Worcester County Library. In accordance with the mission statement and goals of the Worcester County Library, we welcome non-profit organizations engaged in educational, cultural, intellectual or charitable activities to use the meeting rooms. Civic and community events such as elections, blood drives, health fairs, and similar events are also invited to use the meeting rooms.

When space is available, meeting rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use a meeting room does not constitute an endorsement by the library of the program or point of view expressed.

There will be no sales of products or services and no collection of admission fees, except for continuing education/certification programs in which admission fees cover the cost of supplies and materials. The organization which reserves library meeting space will notify the library via email, at least 10 business days before the first scheduled training, to confirm the civic/non-profit organization arranged for the training materials fee to be collected independently by their organization. No funds/donations may be solicited or collected at the library except for fundraising sponsored by the Worcester County Library Foundation. 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.

There will be no collection of admission fees or tuition, sales of products or services or other direct fundraising activities. Groups using the library may not charge admission or make monetary collections, regardless of whether these collections are designated as voluntary. Exceptions may be made for library sponsored groups, programs or events.

Meeting rooms cannot be used for purely social purposes which include but are not limited to parties or events (e.g. weddings).

Policy

Prior to the initial use of the meeting room, the organization must complete an application to verify eligibility and to identify contact information. The application is available on the library website www.WorcesterLibrary.org and at the branch libraries. Please return the application to the library branch where the meeting will take place or to the Administrative Headquarters in Snow Hill. The application must be renewed whenever the contact person for the group changes or every two years. The Branch Manager or Library Director will approve the application if it is determined that the organization is qualified according to this policy.

- Library events have first priority for the use of the rooms, to accommodate meetings of the Library Board of Trustees, Friends of the Library groups, or for library programs and trainings for library staff. With proper notice, the library may cancel or re-schedule a meeting room reservation.
- In the event of severe weather or an emergency which prevents safe access to the facility or library parking, access to the meeting room will be cancelled. The library will contact the group's representative. A message will be added to the library website. When possible, a sign will be posted on the door of the library.

- Any meeting or event in a library meeting room is open to anyone who may choose to attend.
- Reservations for meeting rooms will be made on a first-come, first-served basis. Reservations can be made up to 12 months in advance. When the group contact changes the application must be renewed to include new contact information.
- Any group that reserves a meeting room agrees to inform the library as soon as possible if it becomes necessary to cancel or re-schedule an event. A pattern of cancellations or several cancellations with little or no notice may lead to the imposition of fees, the loss of meeting privileges, or both.
- Use of the meeting room before or after normal operating hours of the library may be permitted at the discretion of the Branch Manager, Library Director, or his/her designee. Such before- or after-hours use may require payment of fees to assure proper building security.
- The Worcester County Library, its Board of Trustees and employees assume no responsibility for the actions, opinions, or expressed points of view of the organizations that sponsor or host meetings or the individuals who attend meetings and events on library premises.

Liability

The library assumes no responsibility for loss, theft, or damage to personal items, equipment, or vehicles in the parking lot. Signing of the application by an individual or any representative of the group and/or organization releases the library of any responsibility for damage or loss suffered during the period of agreement. The individual and/or organization shall indemnify, defend and hold harmless Worcester County, Worcester County Library and its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the individual and/or organization resulting in or relating to personal injuries or property damage arising from the use of the library's meeting room.

Non-Endorsement

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program or point of view expressed. The name of the Library may not be used in any publicity for non-library sponsored or co-sponsored meeting except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior written approval.

Charges

- A group or organization may reserve a particular branch library's meeting room with no charge up to six times in a 12-month period. Meetings beyond the sixth may be permitted on a space-available basis, scheduled no more than 2 months in advance and will require payment of a \$10.00 fee. This rule is to ensure that all community organizations have the opportunity to use the library's meeting room space.

Meeting Room Policy Addendum

Meetings of homeowners organizations fall outside the permitted uses of library meeting rooms as specified in the Meeting Room Policy. Because homeowners groups have been meeting in libraries for years, the Worcester County Library Board of Trustees has voted to continue to permit such meetings but to add a small fee, in recognition of the special use that such meetings constitute.

Meetings of homeowners' organizations will require payment of a \$25.00 fee each time up to six meetings per year. For the seventh and any following meetings in a 12-month period, the fee is \$35.00.

Approved by the Worcester County Library Board of Trustees, October 16, 2012

General Rules and Regulations

- A meeting room reservation is not confirmed until an email, electronic document, or fax is sent by the Worcester County Library to the requesting contact.
- All public notices, flyers, news releases and announcements about meetings must make clear who is the sponsoring body is and must not create an impression that the program or meeting is a library sponsored event.
- Any group that uses a library meeting room agrees to be responsible for setting up the room as it wishes and returning the room to its original condition.
- Any group that uses a library meeting room agrees to be responsible for any damage to the room, furnishings, furniture or equipment during the time of the group's use.
- No alcoholic beverages of any kind can be served in a library meeting room.
- Individuals may use cameras, tape recorders or other devices to create sound and/or visual records of all or portions of a meeting if such recording is acceptable to the person conducting the meeting. If such activity is not acceptable to the person conducting the meeting and if it is not protected by relevant local, state, or federal law, then such recording will not be permitted. Library staff and trustees may exercise discretion about the placement of cameras and recording equipment to ensure safety and comfort of those attending the meeting.
- Any meeting or event in a library meeting room is open to anyone who may choose to attend.

I have read the above policy for use of meeting rooms, and in the name of my organization, agree to abide by it.

Signature _____

Date _____

Organization Name _____

Telephone Number _____

Email _____