

Washington County Free Library

Meeting Room Application Form

SEE REVERSE SIDE FOR HOURS AND RULES PERTAINING TO ROOMS

Name of Organization: _____

Address: _____

Phone No: _____ Size of Group Expected: _____ Date of Meeting: _____

Topic or Purpose of Meeting: _____

Please check a room preference. We will do our best to accommodate your request if the room is available:

- Community Room 308 (98) Community Room 309 (98) Combined Community Room 308/309 (196)
 Conference Room 334 (60) (Please note max room capacity noted is with chairs only and does not include tables.)

Time you want admittance to Room: _____ Meeting Start Time: _____ Time you will vacate Room: _____
(NOT AVAILABLE PRIOR TO 10:15AM) (NO LATER THAN 8:45PM)

Kitchenette Facilities Desired? Yes No *Available M-F only* Audio/Visual Desired? Yes No

In house sign holder needed? Yes No

(If sign needed, please provide your printed copy the day of meeting. Holder size: 8 1/2 x 11 - landscape format)

Please describe room set up desired: _____

AGREEMENT: The undersigned hereby agrees on behalf of the above named organization to be responsible for any damage sustained to the Library property while being used by the organization, and further agrees to conform to all rules and regulations as set forth on the reverse side of this application.

SIGNATURE: _____

PHONE NUMBER: _____

OFFICE HELD IN ORGANIZATION: _____

EMAIL: _____

(An email confirmation will be sent of your Room Request.)

APPLICATION AND MEETING ROOM FEE MUST BE TURNED IN AND PAID 7 WORKING DAYS PRIOR TO MEETING

FOR MEETINGS AT HAGERSTOWN, PLEASE GO TO THE ADMINISTRATION OFFICE DURING BUSINESS HOURS (M-F 10AM-5PM) LOCATED ON THE LOWER LEVEL TO HAVE ROOM UNLOCKED. FOR MEETINGS SCHEDULED AFTER BUSINESS HOURS, PLEASE GO TO THE 3RD FLOOR REFERENCE DESK FOR ACCESS TO THE ROOM. THE ROOM IS NOT AVAILABLE PRIOR TO AUTHORIZED ADMITTANCE TIME. FOR MEETINGS AT BRANCHES, PLEASE GO TO CHECKOUT COUNTER. TO HAVE ROOM UNLOCKED. **TO VIEW ROOM BEFORE MEETING AN APPOINTMENT MUST BE MADE, NO DROP INS.**

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Community Use of Meeting Rooms

Policy: Washington County Free Library's service includes providing meeting rooms for group use by both profit and nonprofit organizations. 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 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 the use of the rooms will be given in the following order:

- Washington County Free Library
- Friends of the Washington County Free Library
- Government Departments and officials (local, state, federal)
- Non-profit and community interest
- For-profit businesses and organizations

Effective November 1, 2013 the Conference & Community meeting rooms will be available to groups for a fee. The library reserves the right to make fee determinations. **No meeting room fee will be charged for the use of the meeting rooms by the following groups: 1) library sponsored programs and meeting held by library-related organizations; 2) official meetings of departments of Washington County, Washington County municipalities, the State of Maryland and the U.S. Government and elected officials in any of these levels of government; 3) tutors offering free one-on-one or family sessions; 4) programs co-sponsored with education and community groups.** Fees will be charged according to the table below for the Conference and Community meeting rooms in the Alice Virginia and David W. Fletcher Library, Hagerstown:

Fees	Non-Profit Groups	For-Profit Groups
Up to 4 hours	\$20	\$100
4 to 8 hours	\$30	\$200

Branch libraries (Boonsboro, Clear Spring, Smithsburg, Williamsport) who have a meeting room continue to allow non-profit groups use of their rooms free of charge. Effective November 1, 2013 for profit groups will be allowed use of the branch meeting rooms for a fee of \$50 for each block of time up to 4 hours.

Checks should be made to Washington County Free Library.

The use of a meeting room by community groups or organizations is subject to the approval of the Board of Trustees or the Library Director.

The Board of Trustees and the Library Director designates staff to maintain the schedule for the meeting rooms. Library programs are always given first priority.

Meeting Room Regulations

1. It is understood that the public will be welcome to all meetings for which no meeting room fee is charged. If a meeting room fee has been paid, the group reserving the meeting room determines whether the gathering will be open to the public.
2. Meeting room attendance may not exceed the posted room capacity determined by building and fire regulations. Conference Room – 70 people max Community Rooms 1&2 - 196 people max, or 98 people max each room
3. Children's and youth groups may use the facilities, provided that they are adequately supervised by adult sponsors (no less than 1-20 ratio).
4. Non-profits groups must provide a copy of their 501c3 at time of registration. No group may use the facilities more than two times per month.

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5. If a meeting room fee has been paid, the group reserving the meeting room may charge an admission fee and sell products or services within the confines of the meeting room only. No signs may be posted or brochures distributed elsewhere on library property.
6. Light refreshments may be served if requested in the application and if the kitchenette (where available) is left in an orderly condition. No alcoholic beverages may be served.
7. Tobacco use is not permitted in any area of the library.
8. No group or organization shall use the library as a mailing address.
9. Any publicity, including brochures, flyers, radio and TV announcements, newspaper, Facebook announcements, ads, etc., must carry the name and telephone number of the individual or organization sponsoring the meeting. The library phone number may not appear on the publicity.
10. The library may not be identified or implied as a sponsor. All printed material advertising the meeting, including newspaper advertisement, must include the following disclaimer: "Use of the library meeting space does not constitute endorsement of this organization, this program or its content by the Washington County Free Library".
11. If a request is made by a member of the public, the library reserves the right to share the contact information of any individual/organization that books a meeting room.
12. The library will not provide personnel to assist the handling of exhibits and other paraphernalia needed by groups using a meeting room.
13. The person/group using the library is expected to provide all equipment necessary for their meeting/program.
14. When making a booking, please include time for setup and return of the room to its standard arrangement. Any setting up of chairs or rearrangement of furniture and other equipment must be done by the users and then replaced to a standard arrangement when finished. The Library requests groups to allow 30 minutes between each scheduled meeting for room set up. Lights in the restrooms and meeting rooms must be turned off at the end of the meeting.
15. The library is not responsible for lost or stolen articles.
16. The library is not responsible for any injury to persons or damage to property resulting from the use of library facilities.
17. In the event of an emergency, the Library Director or designated staff reserves the right to cancel meeting room reservations. In the event of severe weather conditions, a group representative will be responsible for listening to local radio stations or checking the library's website for closing announcements.
18. No pieces of equipment or other items belonging to a group may be left in the library between meetings, nor may library telephones be used for other than library business.
19. Members of groups using a meeting room during library hours of operation must not disturb library customers. Children associated with groups using a meeting room should be supervised while in the library.
20. Rooms can be booked six (6) months in advance.
21. All prospective users must fill out an application. Applications are available online https://www.washcolibrary.org/?q=meeting_rooms, at every branch and by calling 301-739-3250 ext. 100. **Applications and payment must be received 7 working days in advance of meeting.**
22. The person applying for the reservation of a meeting room should retain a copy of the regulations for referral.
23. Failure to adhere to meeting room policies or regulations may result in revocation of meeting room privileges.
24. The facilities are available for use Monday – Saturday when the libraries are open. Meeting room facilities are not available on Sundays or Holidays recognized by the Library.
25. ***Entities using the meeting rooms must provide a Certificate of Insurance.***

Completed applications can be emailed to meetingrooms@washcolibrary.org or printed applications mailed to:

Washington County Free Library
Attention: Administration
100 South Potomac Street
Hagerstown MD, 21740