

Charles County Public Library Meeting Room Regulations

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Meeting Room Regulations
Approved: 1/7/2016
Revised: 10/21/2019

[Click here for Meeting Room Descriptions](#)

[Click here for Library's Rules of Conduct](#)

[Click here for SOAR Innovation Space Regulations](#)

The primary function of the meeting rooms is to provide space for Library sponsored and co-sponsored programs. When not in use by CCPL, rooms are open and available for public use. Public gatherings must observe Library rules. Meeting room user (individuals/groups) activities may not discriminate on race, color, national origin, sex, religion, age, disability, or other class protected by law. The Library reserves the right to attend any events and meetings held in its facilities (except lawful executive sessions of government bodies) to verify that no illegal activities are taking place on the Library's premises and to ensure that Library policies are being followed. The use of meeting rooms for library programs is subject to the CCPL Program Policy.

The Library has the right to cancel existing reservations and to refuse future reservations to users who fail to abide by the meeting room policies and regulations. Failure to comply with these regulations including failure to check-in or check-out, late-cancellations, blocking fire extinguishers or fire exits, or failure to clean the room will jeopardize future access to meeting rooms at all locations. Exceptions to the regulations may be made at the discretion of the Branch Manager.

Limitations

Rooms are not available for:

- purely social gatherings (including but not limited to birthday parties, receptions, and showers); or
- when in the judgement of the Branch Manager the use poses a threat to the life, safety, or property of an individual; or
- for other activities that may disrupt the Library

Users must abide by all local, state, and federal laws and fire codes. While on Library property, users must abide by the Library's Rules of Conduct. Open flames and alcoholic beverages are not permitted. No furniture or objects may be placed within 3 feet of fire extinguishers or fire exits.

Admission fees may be charged and products and services may be sold inside rooms by users who have paid the For-Profit fee to use the room.

Attendance Requirements

Rooms require a minimum number of people attending an event in order to reserve the room*:

- La Plata Large Meeting Room: 5 minimum / 55 maximum
- Potomac Large Meeting Room: 5 minimum / 72 maximum
- Waldorf West Large Meeting Room A: 5 minimum / 52 maximum
- Waldorf West Large Meeting Room B: 5 minimum / 38 maximum
- Waldorf West Large Meeting Room C: 5 minimum / 38 maximum
- Waldorf West Large Meeting Rooms Combined A&B: 10 minimum / 90 maximum
- Waldorf West Large Meeting Rooms Combined A&C: 10 minimum / 90 maximum
- Waldorf West Large Meeting Rooms Combined A,B&C: 15 minimum / 128 maximum
- Waldorf West Group Room 1 (SOAR Innovation Space): 1 minimum / 10 maximum

- Waldorf West Group Room 2 (Quiet Study / Teen Study): 1 minimum / 3 maximum
 - Monday - Thursday: Quiet Study 9:00am - 2:30pm
 - Monday - Thursday: Teen Study 2:30pm - 7:30pm
 - Friday: Quiet Study 1:00pm - 4:30pm
 - Saturday: Quiet Study 9:00am - 12:00pm
 - Saturday: Teen Study 12:00pm - 4:30pm
- Waldorf West Group Room 3: 2 minimum / 10 maximum
- Waldorf West Tutor Room 1 or 2: 1 minimum / 3 maximum

*Minimum attendance requirements may be adjusted on the day of the reservation at the discretion of library staff.

*Minimum attendance requirements will be waived for paying users.

Fees

- Non-Profit users (defined as 501(c) organizations, civic/community groups, non-business users) are not charged to use a room for the first 4 hours provided they are not charging fees or selling products and services.
- Local, state, and federal government offices/departments and their elected officials are not charged to use a room when acting in official government capacity.
- The Library reserves the right to allow sales on behalf of the Citizens for the Charles County Public Library and the Library itself. Proof of Non-Profit status may be requested.
- Fees must be received no later than 5 business days after the request has been accepted, otherwise the reservation request will be canceled by the Library. Payments are accepted by cash, personal check, credit card, or money order. The check writer must have a Library card. There is a \$36.00 service charge for returned checks. Checks should be made payable to Charles County Public Library.

The following fees apply:

Type of Room	User Type	0.5-4.0 hours	4.5-8 hours
Large Meeting Room*	Non-Profit	\$0	\$100
	For-Profit	\$100	\$200
Group Room	Non-Profit	\$0	\$30
	For-Profit	\$30	\$60
Tutor Room	Non-Profit	\$0	\$15
	For-Profit	\$15	\$30

*Large Meeting Rooms are at La Plata, Potomac, and A, B, & C at Waldorf West. For combined reservations of A,B, or C at Waldorf West multiply the fee by the number of rooms required.

If a rental fee has been paid, the user reserving the meeting room determines whether the gathering will be open to the public.

Making Reservations

- Rooms can be reserved up to 60 days in advance. Exceptions for Charles County Government departments and officials may be requested.
- Rooms can be reserved for a maximum of 8 hours per day. The Library may restrict use of rooms based on public demand.
- Users are limited to 1 reservation per day.
- Please note reservation limits may not be circumvented by different individuals using their names to register the same group, or by a group using different names.
- Users should include enough time to set-up, take down (including returning furniture to designated location), and clean the room. Rooms will not be available prior to the user's scheduled start time and/or after the scheduled end time.
- Users must vacate the room no later than 30 minutes prior to Library closing time.
- If a non-paying user has not checked into the room within 30 minutes of the reserved start time, the reservation will be considered abandoned and the reservation will be cancelled.
- Interviewers and Tutors must reserve the meeting room themselves. Those being interviewed or tutored must defer to the interviewer or tutor to make the reservation.
- Rooms are not available when the Library is closed. Exceptions for Charles County Government departments and officials may be requested.
- Final approval of a reservation request will not be granted until the Library receives fee payment.
- Events in large meeting rooms must maintain at least one adult (18 or older) in attendance at all times.

Cancellations / Rule Violations

Reservations may be canceled without penalty by providing 24-hours' notice to the Library by phone or email. Failure to do so and/or failure to comply with other meeting room regulations may result in suspension of meeting room privileges. Progressive Suspension Policy as follows:

- 1st miss = Warning
- 2nd miss = 1 week suspension of meeting room privileges from all branches
- 3rd miss = 1 month suspension of meeting room privileges from all branches
- 4th miss = Determination of action at discretion of the Branch Manager

In case of inclement weather, users are responsible for calling the Library, checking the Library's website, or checking announcements on local radio stations regarding Library closings. If the Library closes, the Library will issue a refund if the reservation cannot be rescheduled.

Publicity

- All Publicity:
 - must clearly carry the following statement: "The Library and the Library Board of Trustees do not promote or endorse the views of the program sponsors, program content or presenters"; and
 - must not use the Library's name, address, or phone number as the official address or headquarters of the sponsoring entity; and
 - must carry the name and contact information of the sponsoring entity; and
- Publicity on Library property is limited to designated areas.

Additional Information

- Permission to use a room does not constitute nor imply a statement of support by the Library and the Board of Library Trustees for the program sponsors, content, presenters or subject matter of the event.
- All meeting room activity (including tables, banners, persons, etc.) must be contained within the meeting room.
- No items are to be removed from, attached to or hung on the wall of any room space.
- Users assume responsibility for any financial costs for damages and/or liability resulting from use of rooms, including a \$50.00 administrative fee for any extra custodial care required after use.
- The Library provides the equipment listed in the meeting room descriptions. Users are responsible for bringing any additional items needed.
- Patrons are solely responsible for their own laptops, projectors, screens, etc.
- Library staff may not be available for troubleshooting or technical support on the day of the event. Users wishing to access rooms to test equipment are encouraged to make arrangements in advance.
- No users shall store materials at the Library.
- The Library is not responsible for lost or stolen articles.

APPLICATION FOR USE OF LIBRARY MEETING ROOM

In consideration of the use of a meeting room, the applicant has read, understands and agrees to abide by all the provisions of the Library's Meeting Room Policy stated above. The applicant will (a) pay for all damages to any property of Charles County, and/or the Library resulting directly or indirectly from conduct of any member, officer, employee, or agent of the group or organization designated below, or any of its invitees, and, (b) will save harmless and indemnify the County and Library from and against any and all liability which may be imposed upon it for any injury to persons or property caused by the group or organization, or any other person in connection with a meeting.

It is further understood that the County and Library assume no responsibility whatever for any property placed in any library in connection with a meeting; and that the County and Library is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting.