

Charles County Public Library SOAR Innovation Space Regulations

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Approved: 6/7/2018

Revised: 10/21/2019

[Click here for Meeting Room Descriptions](#)

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

The primary function of the SOAR (Securing Opportunities, Aspirations Realized) Innovation Space is to offer free access to creative and educational software and hardware to users. By providing access to these resources, users are more easily able to accomplish career, small business, community, or personal growth goals.

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, 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

The SOAR Innovation Space is 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.

There is a 1 person minimum in order to use the SOAR Innovation Space and a maximum capacity of 10.

No meeting room fees are charged for the use of the SOAR Innovation Space.

Drop-in Hours

- Drop-in hours are on a first come, first served basis.
- Drop-in hours may be reserved for one hour at a time, and no more than 60 minutes in advance.
- A 2nd drop-in hour may only be reserved at the conclusion of the 1st hour.
- Drop-in users may choose to use the space either privately or shared.

The SOAR Innovation Space has drop in hours on the following schedule*:

- Mondays 3:00 p.m. - 7:30 p.m.

- Tuesdays 9:00 a.m. -1:30 p.m.
- Wednesdays 4:30 p.m. - 7:30 p.m.
- Thursdays 9:00 a.m. - 5:00 p.m.
- Fridays (first & third of the month) 1:00 p.m. - 4:30 p.m.
- Saturdays (second & fourth of the month) 9:00 a.m. - 4:30 p.m.

*These hours may change based upon the needs of the Library.

Making Reservations

- Users may also reserve the SOAR Innovation Space outside of the drop in schedule by visiting the [Charles County Public Library Reserve A Meeting Room Page](#).
- The SOAR Innovation Space can be reserved up to 60 days in advance. Exceptions for Charles County Government departments and officials may be requested.
- The SOAR Innovation Space can be reserved for a maximum of 4 hours per day. The Library may restrict use of the SOAR Innovation Space 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, print, and clean the room. The room will not be available prior to the user's scheduled start time and / or after the scheduled end time.
- Poster printing may take up to 20 minutes per item. All printing must be completed within the room reservation time.
- Users must vacate the room no later than 30 minutes prior to Library closing time.
- If a 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.

Cancellations / Rule Violations

Reservations may be canceled without penalty by providing 24-hours' notice to the Library by calling 301-645-1395 or by emailing westref@ccplonline.org. Failure to do so and/or failure to comply with other SOAR Innovation Space regulations may result in suspension of SOAR Innovation Space 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.

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

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 reservation. Users wishing to access rooms to test equipment are encouraged to make arrangements in advance.
- Users who request training on the SOAR Innovation Space equipment should call the library at 301-645-1395 to schedule a one on one appointment.
- 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.