

Board of Library Trustees for Baltimore County

MEETING ROOM POLICY

As a community service, Baltimore County Public Library welcomes the use of its meeting rooms for public gatherings by groups who agree to abide by the Rules of Conduct and whose activities will not adversely affect library operations. Meeting rooms may not be used for purely social activities, such as parties or entertainment, for fundraising or as the sole or primary location to conduct regular business operations.

Gatherings shall be open to the public. On occasion, Baltimore County Public Library or Foundation for Baltimore County Public Library may hold special ticketed events before or after public hours. This may be in partnership with other organizations, only through a written agreement.

Priority for use of the meeting rooms will be given in the following order:

1. Baltimore County Public Library
2. Baltimore County, State of Maryland and United States government departments and elected officials acting in the capacity of their elected position
3. Nonprofit, community-interest and for-profit businesses and organizations

Meeting Room Fees

Nonprofit and for-profit groups must pay a fee to use a meeting room.

Length of Time	Nonprofit Groups	For-Profit Groups
Up to 3 hours	\$40	\$120
3 to 6 hours	\$50	\$140
6 to 9 hours	\$60	\$160
More than 9 hours	\$70	\$180

Fees are not charged to the following:

1. Library organizations of which Baltimore County Public Library is a member, or with which Baltimore County Public Library has established a written agreement
2. Departments of Baltimore County, State of Maryland and United States government
3. Elected officials in Baltimore County, State of Maryland and United States government acting in the capacity of their elected position
4. Homeschool organizations (limited to one free three-hour period per month, per branch between the hours of 9:15 a.m. and 5 p.m.)

Technology Package (Optional)

All meeting rooms have free WiFi available. Some rooms are also equipped with technology that may be reserved for use with payment of a \$10 Technology Package Fee. Technology available may include projectors, microphones and speakers. Check the online reservation system or call the Meeting Rooms Office to verify what technology is available in each meeting room. Upon request, technology will be made available for free to library organizations of which Baltimore County Public Library is a member, or with which Baltimore County Public Library has established a written agreement, and to Baltimore County, State of Maryland and United States government departments and elected officials acting in the capacity of their elected position.

Reservations

Reservations may be made using the online reservation system or by calling the Meeting Rooms Office. Individual branch libraries do not accept reservations.

Reservations are accepted for the current month and the following two months. For example, beginning December 1, reservations are accepted for dates through the end of February. Meeting rooms may be reserved during branch operating hours. The time reserved in the meeting room must include time to set up the tables and chairs and to clean up afterward.

Customers making reservations must be a minimum of 18 years of age. A signed copy of this policy must be returned to Baltimore County Public Library by email, fax or U.S. mail before the reservation date.

Payment

Payment must be made within 28 days of the reservation's approval, or immediately if the reserved date is within 14 days. Payments may be made through the online reservation system or by check made payable to Baltimore County Public Library and mailed to Baltimore County Public Library. Individual branch libraries do not accept payment. Reservations will be cancelled if payment is not received by the due date.

Cancellations

Groups should notify Baltimore County Public Library of cancellations as soon as possible to make the room available to other groups. Cancellations may be made by calling the Meeting Rooms Office or through the online reservation system. Individual branches should not be called for cancellations. A full refund of all fees will be provided only if the reservation is cancelled prior to the meeting date.

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 or construction. Unforeseen circumstances, such as adverse weather closings or power failure, may also make a meeting room unavailable. A partial or full refund of fees will be provided if Baltimore County Public Library changes or cancels the reservation.

Regulations

Meeting rooms will be available to the group for the time reserved. All group members and meeting attendees must leave the room at the end of the reserved period and leave the building by library closing time. At least one adult, 18 years of age or older, must always be present. Approaching library users for the purpose of encouraging participation in the group's activities is prohibited.

The library is not liable for damage, theft or loss of any equipment, materials or personal belongings. Permission to use the meeting room does not constitute nor imply a statement of support by Baltimore County Public Library or the Board of Library Trustees for Baltimore County, or for the content of the meeting.

Responsibilities

The group is responsible for setting up and putting away tables and chairs, placing trash in the available containers and leaving the room in the same condition as found at the beginning of the meeting. Library staff is not responsible for setting up or cleaning up the room and janitorial service is not available. No exhibits, maps, charts, posters, etc. may be hung on the walls without the permission of the librarian in charge on-site.

Groups are responsible for making the meeting accessible to individuals with disabilities upon request. Sponsoring groups should be aware that any person requiring accommodation must contact the group to make the request eight (8) business days in advance of the meeting.

Admission Fees and Sales

No exchange of money is permitted in the meeting room. Collection of admission fees, sales of products or services and other direct fundraising activities are not permitted. The library reserves 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, through written agreement with Baltimore County Public Library.

Amenities

A standard number of chairs and a minimum of three (3) tables are provided based on room capacity. No additional furniture or equipment is guaranteed. Some rooms are equipped with a screen, white board, lectern or other amenities. Detailed information about amenities for each meeting room may be found in the online reservation system or by calling the Meeting Rooms Office. See Technology Package information above for more information about available technology.

Emergency Closings

If Baltimore County Public Library or a branch library closes due to an emergency, every effort will be made to notify groups scheduled to use the meeting room. During adverse weather conditions, groups should call the branch or visit the website (bcpl.info) for closing information.


Publicity

Any publicity (e.g. brochures, flyers, radio, TV announcements) must carry the name and telephone number of the organization sponsoring the meeting. The library may not be identified or implied as a sponsor. The branch library phone number and address may not be used as a contact information for the group. The group's contact information used to reserve a meeting room may be given by the library to individuals inquiring about the organization sponsoring the meeting. A sign advertising the meeting may be given to branch library staff for approval to hang on the branch's bulletin board. Groups may display a sign beginning 30 minutes before the meeting provided it is removed immediately following the meeting. No publicity is allowed on library property outside of the building.

Refreshments

Light refreshments may be served. Open fire, including the use of candles, is not permitted. No alcoholic beverages may be served, except for select Baltimore County Public Library and Foundation for Baltimore County Public Library events or events in partnership with Baltimore County Public Library, through a written agreement.

Contact Information

 Meeting Rooms Office
Baltimore County Public Library
320 York Road, Towson, MD 21204

 410-887-6109  410-887-6103

 meetingrooms@bcpl.net

Hours:
Monday-Friday,
8:30 a.m.-5 p.m.



MEETING ROOM APPLICATION AGREEMENT

The library reserves the right to cancel existing reservations and to refuse future reservations to groups who fail to abide by these regulations.

A signed copy of this policy statement must be on file in the Meeting Rooms Office before the meeting is held. New policy forms must be signed when there is a change in officers, employees or representatives responsible for making the reservation. It is understood that inquiries concerning the meeting may be referred to the undersigned.

As a representative of the organization, I have read this policy governing use of Baltimore County Public Library meeting rooms and agree to abide by it.

Signature

Date

Print Name

Title

Organization

Email

Phone

07.20.21 Revised