

LIBRARY MEETING ROOM

RESERVATION REQUEST AND AGREEMENT FORM

- A signed copy of this form must be on file before the meeting.
- Nonprofit organizations may use Library meeting rooms, at no cost, for non-library programs of a civic, cultural or educational nature which are free and open to the public.
- Publicity for programs not sponsored by the Library must include the statement, "Not an official Howard County Library program" and a non-Library phone number for information.
- Reservations may be made for the present month and/or for the following two months. Upon request, applicants will receive a photocopy of confirmation.
- The building must be vacated no later than one hour and fifteen minutes after the Library closes.
- A \$50 fee will be assessed if the building is left unsecured. Failure to pay this fee will result in denial of all pending and future bookings.
- Please return the room to the condition in which it was found.

Current Meeting Room Policy Statements and Regulations are printed on the reverse side of this form.



1. LIBRARY LOCATION

Select only one location

- | | | |
|---|--|---|
| <input type="checkbox"/> CENTRAL
10375 Little Patuxent Parkway
Columbia, MD 21044
410.313.7850
TTY 410.313.7883
FAX 410.313.7864 | <input type="checkbox"/> ELKRIDGE
6540 Washington Blvd.
Elkridge, MD 21075
410.313.5077
TTY 410.313.5090
FAX 410.313.5095 | <input type="checkbox"/> MILLER
9421 Frederick Road
Ellicott City, MD 21042
410.313.1950
TTY 410.313.1957
FAX 410.313.1999 |
| <input type="checkbox"/> EAST COLUMBIA
6600 Cradlerock Way
Columbia, MD 21045
410.313.7700
TTY 410.313.7740
FAX 410.313.7741 | <input type="checkbox"/> GLENWOOD
2350 Route 97
Cocksville, MD 21723
410.313.5577
TTY 410.313.5597
FAX 410.313.5575 | <input type="checkbox"/> SAVAGE
9525 Durness Lane
Laurel, MD 20723
410.880.5975
TTY 410.880.5979
FAX 410.880.5999 |

ROOMS MAY BE BOOKED FOR NO FEWER THAN 10 PEOPLE AND NO MORE THAN 50.

2. ACCOMMODATION REQUEST

Please print

Meeting date _____ Time (from) _____ (to) _____

Type of meeting _____ Size of group _____

Name of program (if applicable) _____

BASIC EQUIPMENT

- Chairs (# _____)
- Tables (# _____)
- Special seating arrangement
(\$25 fee; submit diagram)

AUDIO/VISUAL EQUIPMENT

\$20 flat fee due with application

- TV/VCR
- Screen

ADA EQUIPMENT/SERVICES

- Audio Loop
- Assistive Listening Device

Additional equipment available in some locations. Please contact the branch for more information.

3. APPLICANT INFO AND CONSENT

Please print

Organization _____

Representative (must be 18 or older - signature required below) _____

Address _____

City _____ State _____ Zip Code _____

Day Phone _____ Eve Phone _____ FAX _____

E-mail _____

The Library cannot assume responsibility for private property used on Library premises; although private property can be used, it shall be at the owner's risk. Any damages to Library premises, furniture, equipment, etc., as a result of group or individual use will be paid based upon current replacement costs, by said group or individual. Group or individual will be denied use of the Meeting Room until payment is received. Organizations and their employees, agents, invitees and members shall save Howard County Library and Howard County, Maryland, their officers, employees and agents harmless from and against all liability arising from injury to persons or damage to personal property in or about the Library premises resulting from use of the premises.

- It is understood that ALL policy statements and regulations have been read.
- Inquiries concerning the meeting may be referred to the undersigned.
- The undersigned is liable for all damages.

Applicant's Signature _____ Date _____

STAFF USE

VERIFICATION AND APPROVAL:

Equipment _____ Seating _____

CONFIRMATION:

Meeting Room Booking _____ ADA requests _____

WHO

Library meeting rooms are to be used for programs and meetings conducted by the Board of Trustees, the Library for public programs, the Library for work-related programs, the Friends of the Library, and other Library association-related meetings.

Meeting rooms are also available for use by nonprofit organizations for non-library-related programs of a civic, cultural or educational nature. Nonprofit organizations or groups authorized to use the meeting rooms will be primarily Howard County organizations or groups, regional or Howard County chapters or branches of a state or national organization.

No individual or for-profit organization may use these rooms, nor may they be used for social or commercial purposes.

PURPOSE / ADMISSION

All meetings must be open to the public except those pertaining to internal Library work-related activities.

There will be no charge for meetings by these organizations (except by the Friends of the Library or others as approved by the Board) and no one shall be excluded based on beliefs, points of view, or affiliations of the sponsors or participants.

Admission fees may be charged only if the program is sponsored or cosponsored by the Library, the Friends of the Library, or by a library-affiliated organization. Admission fees and promotional or advertising campaigns directed at profit making may not be conducted in the meeting rooms, even by nonprofit groups.

Organizations which present programs in the meeting rooms must request permission in advance to sell their works (books, tapes, e.g.) to anyone in attendance who wishes to purchase the items. This money would be paid directly to the organization.

ENDORSEMENT / LIABILITY

Granting permission to use these rooms does not constitute Library endorsement of the users or their beliefs.

Organizations and their employees, agents, invitees and members shall save Howard County Library and Howard County, Maryland, their officers, employ-

ees and agents harmless from and against all liability arising from injury to persons or damage to personal property in or about the Library premises resulting from use of the premises.

RESERVATIONS

Reservations are handled at the local library. Each branch maintains its own meeting room schedule.

Organizations may reserve a meeting room no sooner than three months in advance in order to give Library staff the opportunity to reserve rooms for library purposes or for community programs.

No organization may use the rooms more than 12 times a year or more frequently than once a week for a six-week period. If demand is heavy, the booking application may be denied to allow a new group use of the room.

Applicants (representing the organization) must be 18 years of age or older.

FEES & CHARGES

Fees will not be charged for use of the meeting room unless a special arrangement of chairs and tables or the use of Library-owned audiovisual equipment is requested. A charge of \$25 for a special seating arrangement and \$20 for use of audiovisual equipment must accompany the reservation form. Tables and chairs are available without charge.

A \$50 penalty charge will be assessed if a staff member is called to secure windows or to close the building properly. Failure to pay this penalty charge will result in the denial of all pending and future bookings.

Any damages to Library premises, furniture, equipment, etc., as a result of group or individual use will be paid based upon present replacement costs, by said group or individual. Such group or individual will be denied use of meeting rooms until payment is received.

EQUIPMENT USAGE & STORAGE

Meeting rooms are equipped with audio loops for hearing impaired participants. Assistive listening devices are also available for small groups.

Howard County Library communications systems, such as telephones, etc., may

not be used during meetings or to promote future meetings or to disseminate information to members of an organization.

Equipment belonging to an organization or group using the Library may NOT be stored in the Library between meetings.

The Library cannot assume responsibility for private property used on Library premises, although private property can be used at the owner's risk.

CONFIRMATION / CANCELLATION

Confirmation (for other than Library cosponsored events) will be given upon verification of information on the application.

Use of the meeting rooms will be automatically canceled when the Library must be closed for inclement weather or emergency situations.

Individuals or groups who decide to cancel meetings must notify the library 24 hours in advance. Failure to do so may jeopardize future bookings.

CONDITIONS

Smoking is not permitted in any Library building.

Non-alcoholic light refreshments may be served if the room is left in an orderly condition.

At least one adult in an organizational capacity must be present at all gatherings.

All programs are limited to a maximum of 50 occupants.

All programs must end one hour after the Library closes. The building must be vacated one hour and 15 minutes after the Library closes.

Howard County Library reserves the right to cancel or deny future booking requests and existing contracts for any group which damages the facility, leaves debris, or causes complaints due to excessive noise or improper behavior.

The Library Board also reserves the right to deny anyone access to meeting rooms upon information relative to inappropriate public behavior.