

**Please call the Cambridge Library FIRST to confirm eligibility and availability before submitting an application.** A reservation is not guaranteed without prior confirmation. Contact Information Staff at least 72 hours in advance of desired date and time. A new application must be completed for returning users each calendar year.

**Organization:** \_\_\_\_\_  
**Representative:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

| Dates and Times: | Date  | Time  | Date  | Time  |
|------------------|-------|-------|-------|-------|
|                  | _____ | _____ | _____ | _____ |
|                  | _____ | _____ | _____ | _____ |
|                  | _____ | _____ | _____ | _____ |
|                  | _____ | _____ | _____ | _____ |

**Number of People Expected:** \_\_\_\_\_ (Room cannot exceed **83** participants.)

**Meeting Room Policy:**

- The person who picks up the key must have a Maryland library card. This person is responsible for making sure that the room is locked and secure, and for returning the key.
- The key may be picked up during normal library hours only:  
 Monday, Wednesday & Friday 10:00am – 6:00pm  
 Tuesday & Thursday 10:00am - 8:00pm  
 Saturday 9:00am - 5:00pm
- Reservations can be made by non-profit organizations or local/state agencies, **only**.
- All meetings must be open to attendance by the general public.
- Organizations using the meeting room are responsible for providing reasonable accommodation to anyone with physical challenges who may attend their meeting.
- The room may not be used for social (i.e. birthday parties, dances, etc.) or partisan political purposes.
- The Meeting Room may only be booked twice within a one-month period.
- Reservations may be made a maximum of 3 months in advance.
- An adult must reserve the room for any youth group and accompany them at all times.
- A screen and podium are standard equipment. The laptop and LCD projector must be reserved a minimum of 72 hours before the scheduled meeting time.
- Set-up/clean-up of the room is not provided.
- No animals are allowed except dog guides or other animals that provide assistive services.
- Parking in the staff parking lot or the main library lot during library hours is prohibited. Street parking is available.
- Before leaving, return the room to its original set up, remove all trash, turn out all the lights, check to make sure that the outside doors are locked, and return the key to the Book Return. A fee of \$50.00 will be charged to the borrower for any key not returned to cover changing locks.
- Future use of the meeting room may be denied to any group failing to comply with these regulations.

I, as a representative of this organization, agree to the regulations governing the Dorchester County Public Library Meeting Room and shall alert all members to the parking restrictions.

\_\_\_\_\_  
Signature of Representative                                      Date

\_\_\_\_\_  
Library Staff Approval                                      Date