

# Meeting Room Application

303 Gay Street Cambridge MD 21613

(410) 228-7331 (phone)

(410) 228-6313 (fax)

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

| <b>Dates and Times:</b> | <b>Date</b> | <b>Time</b> | <b>Date</b> | <b>Time</b> |
|-------------------------|-------------|-------------|-------------|-------------|
|                         | _____       | _____       | _____       | _____       |
|                         | _____       | _____       | _____       | _____       |
|                         | _____       | _____       | _____       | _____       |

**Number of People Expected:** \_\_\_\_\_ (Room cannot exceed 120 participants.)**Meeting Room Policy:**

- The Meeting Room is only available for nonprofit community organizations.
- No fees may be charged for admittance nor may any products be sold or advertised on the premises.
- All meetings must be open to attendance by the general public.
- 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.
- 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. parties, dances, reunions, etc.) or partisan political purposes.
- No organization may make excessive use of the Meeting Room, therefore it may only be booked twice within a one month period. Reservations may be made a maximum of 3 months in advance and a minimum of 24 hours before use.
- 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 of the room is not provided. Please return chairs and tables to their original locations.
- No animals are allowed except guide dogs or other certified assistive animals.
- Parking in the Staff Parking Lot is prohibited. Parking in the library lot during library hours is also prohibited.
- 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 Circulation Desk or in the Book Return. A fee of \$50.00 will be charged to the borrower for any key not returned to cover changing locks.
- If an event is cancelled, the organization should contact the library as soon as possible so that the room is available for other events.
- If an organization fails to appear at their scheduled time and has not contacted the library to cancel the event, they may be prohibited from using the Meeting Room in the future.
- Future use of the Meeting Room will 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

# Meeting Room Policies

303 Gay Street Cambridge MD 21613

(410) 228-7331 (phone)

(410) 228-6313 (fax)

- The Meeting Room is only available for nonprofit community organizations.
- No fees may be charged for admittance nor may any products be sold or advertised on the premises.
- All meetings must be open to attendance by the general public.
- 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    |
- 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. parties, dances, reunions, etc.) or partisan political purposes.
- No organization may make excessive use of the Meeting Room, therefore it may only be booked twice within a one month period. Reservations may be made a maximum of 3 months in advance and a minimum of 24 hours before use.
- 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 of the room is not provided. At the completion of the scheduled event, please return the chairs and tables to their original locations.
- No animals are allowed except guide dogs or other certified assistive animals.
- Parking in the Staff Parking Lot is prohibited. Parking in the library lot during library hours is also prohibited.
- 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 Circulation Desk or in the Book Return. A fee of \$50.00 will be charged to the borrower for any key not returned to cover changing locks.
- If an event is cancelled, the organization should contact the library as soon as possible so that the room is available for other events.
- If an organization fails to appear at their scheduled time and has not contacted the library to cancel the event, they may be prohibited from using the Meeting Room in the future.
- Future use of the Meeting Room will be denied to any group failing to comply with these regulations.