

MEETING ROOM POLICY

Any non-profit group at no charge may use the meeting room of the Carroll County District Library, under the general guidelines of the Library Bill of Rights. Business organizations that request the meeting room may be assessed a fee and should not conduct meetings for profit.

The Board of Trustees nor the Director neither approve nor disapprove the viewpoints of those groups holding meetings in the Library.

The meeting room shall be on a “first come, first serve basis” with priority given to library meetings or programs. There shall be no meetings scheduled on a permanent basis. No group shall be denied its place to meet once reserved, except for reasons of personal safety or for mutually overriding reasons.

The group shall be responsible for any use of Audio-visual or electrical equipment used during a meeting. Cost of any damages except normal wear and tear must be borne by the group. Groups should request the use of equipment when requesting the room. Equipment includes projector, lectern, easel, and DVD player.

- ✓ Groups are responsible for clean up and must provide their own garbage bags.
- ✓ Groups shall bear complete responsibility for the central and general safety of its group.
- ✓ Programs for minors shall have responsible adult supervision.
- ✓ Publicity for any and all meetings shall be the responsibility of the group.
- ✓ Groups shall adhere to general library policy with regard to parking, alcohol, soliciting and smoking.
- ✓ The library shall not provide phone access nor be responsible for messages with the exception of emergencies.
- ✓ Groups using the room after normal hours are required to use the side door entrance/exit, and turn off the lights in the conference room, kitchen and restroom. Groups will have access only to the meeting room after library business hours.