

Meeting Room Policy

I. The Policy

Queen Anne's County Library has several meeting rooms available for public use at both Centreville and Kent Island branches. These rooms are primarily for cultural, civic, educational, and intellectual purposes that support the library's mission. The rooms may not be used for purely social purposes, which include, but are not limited to parties or entertainment. The meeting rooms will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Eligibility for Meeting Room Use

1. The large meeting rooms at each branch must be reserved by an adult eighteen (18) or over.
2. The small conference room in Centreville may also be reserved by students thirteen (13) and older for group study.
3. Due to the demand for the rooms, groups are limited to two bookings per month on a first-come, first-served basis.
4. The capacity of the large meeting rooms are determined by fire regulations and is 100 persons in Centreville and 120 persons at Kent Island. Capacity may be reduced depending on the seating arrangements, but the limit must not be exceeded. Doors to the meetings rooms must remain unlocked during meetings.

II. Fees

Non-Profit, Government, and Educational Organizations:

1. There is no fee to use the meeting room(s) for public meetings, board meetings, trainings, etc. provided there is no admission fee for the meeting.
2. Organizations charging admission for a meeting will be required to pay regular, for-profit rates.
3. Proof of non-profit status may be requested.

For-Profit Organizations:

1. The fee for use of either of the two larger meeting rooms is \$25 per hour with a two hour minimum of \$50 and a daily cap of \$100.
2. The fee for the small conference room in Centreville which can accommodate between 2 and 8 people is \$10 per hour with a daily cap of \$40. Paid tutors who wish to use the small conference room are considered for-profit.
3. Payments may be made at or before the time of the reservation. Rooms may not be used until payment is received.
4. Payments can be made by cash, check or credit card (in person only). Checks can be mailed to Queen Anne's County Library, 121 S. Commerce Street, Centreville, MD 21617. Please write "Meeting Room" on the memo line.

III. Reservations and Cancellations

1. Reservations for the first eight months (January-August) of the following calendar year are accepted beginning on October 1st of the current year. On January 1st, reservations for the remaining four months (September-December) of the current year will be accepted.
2. Reservations requests can be made by phone, in-person or online from the library homepage using the "Book a Meeting Room" link found under Quick links.
3. Each booking request must include full information as to the name and nature of the group as well as the name, telephone number and/or email address of the person responsible for the reservation.
4. Use of the rooms must begin and end as indicated by the reservation.
5. The Library reserves the right to change or cancel a room reservation to accommodate a library event, renovations, power failure or emergency closing. The Library will make every effort to provide adequate notice and will attempt to find a convenient alternate date or meeting location.

6. Cancellations must be made 48 hours in advance in order to receive a full refund. Groups or individuals who cancel meetings without notifying the Library may be restricted from future room use.

IV. Guidelines for Meeting Room Use

1. The two large meeting rooms in Centreville and Kent Island may be used during non-library hours including Sundays. A group designee is required to check out a key prior to use if the reservation is outside regular Library hours.
2. The small conference room (Centreville) is available during library hours only.
3. Groups may bring light refreshments or arrange for catering.
4. The following are strictly prohibited in the meeting rooms: firearms, gambling, tobacco, controlled substances, and open flames.
5. Organizations using the meeting room after library hours will return the key in the night drop box.
6. The use of Library owned audio-visual equipment is permitted. However, individual, organizations or groups must provide a qualified operator who can demonstrate his or her ability to use said equipment. Each room has Wi-Fi available.
7. Children and youth groups may use the rooms provided they are adequately supervised by adult sponsors at least 18 years of age.
8. When you enter the meeting room, if it's not orderly and clean, please notify the staff immediately.
9. When setting up the room be sure that the wheels on the tables are unlocked before moving them. Locked wheels will scratch the floor.
10. The room should be returned to its original state when your activity is complete. There are cleaning supplies in the kitchen located behind the double doors. There is a Swiffer wet jet available for use to clean up wet spills. There is a large yellow dust mop for DRY MOPPING ONLY and a dust pan and broom for the dry spills. There are 2 vacuums located in the kitchen for use as well. A \$25.00 clean up fee may be charged if the room is not clean and orderly when you leave.
11. The tables, when in use, are in the locked position and there is a lever at either end underneath the table to release the top. The tables should be wiped of all spills, glue, glitter, food, etc. prior to re-tilting them and putting them against the long wall. The wheels should be unlocked before moving the tables.
12. The chairs should be returned to the racks provided in the manner and order shown in the pictures located near each rack. At the Centreville Library there is a space for 12 additional chairs to be placed against the wall and secured with a bungee once the rack in the closet is full. No more than five (5) chairs per section, with the top of the chair facing the racks handle and the bottom of the chairs which acts as a handle facing out.
13. Return the movie screen to the up position.
14. Make sure all windows are closed and locked, lights are turned off and doors are locked.
15. Take your trash out of the library and place in the dumpster behind the building.
16. The Library is not responsible for lost, stolen or damaged articles.
17. Any individual, group or organization using the Meeting Rooms will be financially responsible for any damage which may occur during their use of the room.
18. No exhibits, maps, charts, posters etc. may be hung on the walls.
19. Use of the room must not interfere or disturb Library operations. Music and noise must be at an acceptable level.

V. Non-Endorsement

Permission to meet at the Library does not constitute an endorsement of that group's policies or beliefs by the Library. The name of the Library may not be used in any publicity for non-library sponsored meetings except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior written approval.