

LIBRARY FACILITIES

GUIDELINES FOR ROOM USE

RULES AND REGULATIONS

Meeting rooms in the Montgomery County Public Library system provide an opportunity for bringing together County resources and community activities. To be eligible to use a Montgomery County Library meeting room meetings must be open to the public. No personal celebrations are allowed in public libraries. **All meetings must be open to the public and any participation fees must be discretionary.** The following regulations must be observed in using the library meeting rooms:

1. All group representatives must be 18 years or older and **have a photocopy of their driver's license** and a signed Facility Use License Agreement (FULA) on file at the Office of Community Use of Public Facilities (CUPF).
2. **Commercial, enterprise or for-profit organizations may not use libraries to conduct their regular or ongoing business affairs.**
3. The user group is responsible for set-up before an event and clean-up following an event. Set-up and clean up time must be factored into total booking time. Groups will not be allowed in early and all members must vacate the library meeting room by the time noted on the use permit.
4. Groups are responsible for reordering the room, closing windows, turning off lights, mopping up spills, emptying trash and returning furniture to the arrangement specified after each meeting.
5. **After hours:** Monday through Thursday after hour bookings are allowed (excluding Olney, Poolesville and Silver Spring) until 10:00pm. After hours meetings must begin no later than ½ hour (30 min) prior to closing. Groups holding after hour meetings are responsible for turning off lights and securing windows and the exit doors. For security purposes do not prop open doors. No after hour bookings are allowed on Fridays, Saturdays or Sundays.
6. Only light refreshments/snacks and/or beverages (no heated meals) are allowed in the library meeting rooms. The County does not furnish coffee urns, dishes or other equipment. All rules and regulations of food service for specific buildings will be observed..
7. Libraries do not provide laptops, audio visual, public address systems, etc. Groups may not store equipment in libraries between meetings. Montgomery County's communication systems such as telephones, internet access, etc. are not available for public use in meeting rooms.
8. Neither the name nor the address of a County Library may be used as the official address or headquarters of an organization or group. "Posting of bulletins, schedules, posters, etc. concerning scheduled meetings is not permitted on or inside library buildings; paper announcements of the date, time, and location of the meeting in the library may be posted on the day of the meeting at the discretion of the person in charge of the branch. The library is not responsible for distributing information or making public announcements about meetings for community and for profit groups. Flyers must not contain the County flag, seal or otherwise imply County sponsorship.
9. Bethesda, Chevy Chase, Gaithersburg, Twinbrook, Marilyn J. Praisner and Rockville Libraries charge an additional \$25 payable at the library per recital for piano use. This fee contributes toward the cost of ANNUAL piano tuning; the Library Department does not guarantee that the piano will be tuned prior to each recital.
10. Library staff has the authority to maintain order, ensure the safety of staff and customers and to enforce these and other regulations. Directions given by library staff must be followed along with the library's guidelines governing the use of public libraries.
11. The Chief Administrative Officer may refuse the use of a County facility if it appears that the use may likely provoke or add to a public riot or breach of the peace and/or create a clear and present danger to the peace and welfare of the County. Future privileges for use of any County facility by an organization or group may be refused for infractions of any of the rules and regulations outlined in this document.

FACILITY USE LICENSE AGREEMENT (FULA)

The Facility Use License Agreement (FULA) outlines the general conditions of use and is available in the Office of Community Use of Public Facilities or online at <http://www.montgomerycountymd.gov/CUPF/Resources/Files/FULA.pdf> The Facility Use Agreement will only be mailed if a written request is received. On-line users may verify agreement as part of the on-line application. Other users must fax 240-777-2717 or mail the signed form to CUPF.

INSURANCE

All commercial, enterprise and for-profit Users must maintain insurance according to the guidelines within the Facility Use Agreement. The County reserves the right, in its sole discretion, to require any User to maintain insurance, as specified in the Facility Use Agreement.

APPLICATIONS

Room reservations will not be confirmed without payment. Library Use Permits will be issued for approved meetings. Incomplete or ineligible applications will be returned. Allow at least 3 business days to process all requests. Facility fee refunds, less a \$25 cancellation fee, will be given if the user's cancellation (in writing) is received at least ten 10 business days prior to the scheduled meeting date. With less notice all fees are retained. The adjustment fee is \$25 fee. Refunds of less than \$25 will remain as credits on the account. See CUPF website for current fees.

AFTER HOURS, SECURITY, INCLEMENT WEATHER AND PARKING

Groups meeting in the library after closing hours: Representatives/contacts are responsible for their group leaving at the specified ending time. Representatives/contacts are responsible for their group vacating by using the correct exits and that the doors and windows are secured. In the event of inclement weather, the Department of Public Libraries will record information regarding emergency closings on the County's public information line at 240-777-6500.