

# **Prince George's County Memorial Library System**

## **Policies and Agreement Governing Use of Meeting and/or Conference Rooms**

Please verify that dates, times, and locations are correct. Sign and date at the bottom of the 'Room Reservation Form' and complete the back of the Policies and Agreement Form. Return the signed copies (originals) of Room Reservation and Policies and Agreement Forms, and a check or money order payable to **"PGCMLS"** to

### **Central Booking Office**

**Prince George's County Memorial Library System**

**6532 Adelphi Road, Hyattsville, Maryland 20782 – 2098**

**Tel. 301-699-3500 Ext. 244**

**PLEASE REMEMBER, NO WALK IN CUSTOMERS WILL BE SERVED BY CBO.**

If a copy of the Reservation Form and a payment are not received by the indicated due date, your reservation will automatically be cancelled. Upon receipt of payment, the Central Booking Office (CBO) will return a processed copy of the Room Reservation Form as written confirmation of the reserved date(s). Please remember to bring the confirmation copy to the meeting.

The Library welcomes the use of its meeting and/or conference rooms by groups in Prince George's County who agree to observe the rules and whose activities will not adversely affect library operations. Reservations must be made at least 14 working days in advance of the meeting. Meeting and/or conference rooms may be reserved for hours on Monday through Saturday when the branch library is open to the public. Meeting and/or conference room facilities are not available on Sunday. A tentative booking via telephone may be made with the Central Booking Office (**301-699-3500 X244, please leave a message**). Reservations cannot be made through branch libraries. Branch libraries do not allow walk-in use of meeting rooms.

**Rental Fees:** Charges for meeting and conference rooms are as follows:

### **Meeting Rooms:**

- 1-4 hours for \$40 and 5 or more hours for \$60 per meeting for Accokeek, Beltsville, Bowie, Fairmount Heights, Greenbelt, Hyattsville, Laurel, Largo-Kettering, New Carrollton, Oxon Hill, Spauldings, Surratts-Clinton and Upper Marlboro branch libraries.
- 1-4 hours for \$25 and 5 or more hours for \$40 per meeting for Glenarden and Hillcrest Heights branch libraries

### **Conference Rooms:**

- 1-4 hours for \$30 and 5 or more hours for \$45 per meeting for all conference rooms

**Official Friends of the Library events, governmental agencies and departments and authorized Literacy Council tutors will be exempt from this fee schedule.**

**Groups must vacate the library building at closing time. Meetings which extend beyond this will be subject to an additional fee of \$25 per half-hour or fraction thereof for the first overtime hour; \$50 per half-hour or fraction thereof beyond the first overtime hour and future bookings may be denied.**

Groups which do not use a room after reserving it will be charged the listed fee unless they cancel by calling the Central Booking Office. **There is a 10% cancellation fee for meeting rooms and/or conference rooms canceled after payment is received, and a 20% cancellation fee will be charged for meeting rooms and/or conference rooms cancelled within 48 hours of the scheduled meeting date.** (See regulations #12 and #13). The Library will make full refunds for room reservations if the branch library is not open due to weather or other library emergencies.

**Regulations:** Further use of the Library's meeting and/or conference rooms may be denied to any individual or organization which fails to comply with the following:

1. All printed materials (fliers, posters, etc.) publicizing meetings at the Library must contain the following disclaimer statement: "Use of library meeting space does not constitute endorsement of program/meeting or its content by the Prince George's County Memorial Library System."
2. No goods or services may be sold on library premises.
3. No petitions may be circulated in the library building.
4. Meeting and conference rooms will not be available before the scheduled starting time and rooms must be vacated promptly at the time designated on the reservation form.
5. Any organization using a meeting and/or conference room will be responsible for leaving the room in the condition in which it was found, and will be financially responsible for any damage which may be caused by members of the organization or individual booking the room.
6. Where kitchen facilities are available, light refreshment (cookies, punch, etc.) excluding alcoholic beverages may be served. Reservations for use of the kitchen should be made at the same time as that for the meeting room. Organizations are expected to provide their own dishes and utensils (e.g. coffee pots, cups, etc.) and to leave the kitchen in order at the end of the meeting.
7. Meeting rooms are set up in standard auditorium style. Organizations are welcome to change the seating arrangement, but are responsible for restoring the room to its original set-up. The standard room set-up is designed to be barrier-free to accommodate the mobility needs of individuals with physical or visual disabilities. Special seating arrangements may be requested by those groups whose membership or audience meets the definition of Americans with Disabilities as specified in the 1990 Americans with Disabilities Act.
8. Telephone messages will be taken at the switchboard but must be collected by the organization.
9. Only library equipment specified on the reservation form will be available for use. During the time the room is reserved, the responsibility for library equipment is that of the organization.
10. Where a piano is available, arrangements for tuning, or practice sessions prior to a scheduled recital must be scheduled with the Central Booking Office.
11. Youth organizations using meeting and/or conference rooms must have at least one adult (18 years or older) present at all times.
12. Organizations are responsible for contacting the Branch Library in severe weather conditions to determine whether the branch will remain open. Closing information is available before opening hours at 301-699-3500 X102 or at our web site [www.pgcmls.info](http://www.pgcmls.info). In the event of an emergency, the Branch Manager reserves the right to cancel a room reservation.
13. Organizations are required to notify the branch library in the event that the organization is canceling a meeting due to inclement weather.
14. No tipping of Library employees is permitted since acceptance would subject employees to disciplinary action.
15. The Library is not responsible for lost or stolen articles.
16. The capacity of meeting and/or conference rooms is determined by fire regulations and must not be exceeded. Doors to meeting and/or conference rooms must remain unlocked during meetings.
17. Smoking is prohibited in the Library. The group sponsoring the meeting is responsible for enforcing the no smoking rule.

Agreed by \_\_\_\_\_ Date \_\_\_\_\_

Name of Organization \_\_\_\_\_