

OCEAN CITY FREE PUBLIC LIBRARY MEETING ROOM POLICY AND RULES

1. The Ocean City Free Public Library provides Meeting Rooms for Library sponsored or co-sponsored programs and conferences which meet the Library's civic, informational, educational and cultural services goals. There is one (1) Lecture Room N110 seating approximately 105 people, one (1) Meeting Room N111 seating approximately 59 people, one (1) Meeting Room N116 seating approximately 35 people. The Lecture Room can be expanded to seat approximately 154 people. When not in use for Library activities, the Meeting Rooms may be made available to local community organizations and Literacy Volunteers Association, Cape-Atlantic (LVA) tutors under the following guidelines approved by the Library Board of Trustees. The Library Board neither approves nor disapproves of content, topics, subject matter, points of view of individuals or groups using the Meeting Room.
2. Organization Use: **Groups:** Rooms are available to groups whose headquarters are in or who provide services to the residents of Ocean City. Approval may be granted for a maximum of six (6) meetings that may be held over a six (6) month period. The Lecture Room is not intended as a regular meeting place for any group.
3. Literacy Volunteers Association, Cape-Atlantic (LVA) Tutoring Space is available to LVA tutors for use when working with students. Meeting Room N111 can be used for tutoring during regular Library hours when it is not scheduled for use by the Library or other organizations. Meeting Room space will be available on a first come, first served basis, and can be used by up to four (4) tutors at one time. Arrangements for Meeting Room use can be made with Karen Mahar, Librarian, Program Coordinator.

Ocean City Free Public Library Meeting Room Policy and Rules

4. Requests for the use of the Meeting Room must be made, in writing, on forms provided by the Library, and submitted to the Program Coordinator at least two (2) weeks before the meeting is held. Notification of approval will be made, in writing or by phone, to the person completing the application. Meetings cannot be scheduled more than six (6) months in advance for groups.
5. Applications will be considered in order of receipt, with the understanding that Library sponsored or co-sponsored programs have priority over non-Library programs. The Ocean City Free Public Library reserves the right to cancel advance registrations by notifying the individual applying for the use of the Meeting Room thirty (30) days in advance of the scheduled meeting.
6. Organizations or individuals shall not be permitted to charge an admission fee, solicit donations or sell any product, service or item at any meeting or program held in the Library.
7. All meetings, with the exception of LVA tutoring, shall be open to the public and may be listed in the Library's Calendar of Events.
8. All meetings must be held during regular Library hours, unless prior approval is given by the Library Director.
9. Neither the name nor the address of the Ocean City Free Public Library may be used as the official address or headquarters for an organization.
10. Smoking and the use of alcoholic beverages is not permitted. Light refreshments may be served, if approved by the Program Coordinator, with a fee of \$50.00 for cleanup.
11. Library employees will be available to operate library equipment, assist in the program or set up for the meeting.

12. The City of Ocean City, the Board of Trustees and Staff of the Ocean City Free Public Library are not responsible for accidents, injury or loss of property while using the Meeting Room.

13. An authorized representative(s) of the applicant shall sign each application and shall:

- Be responsible for the care and use of Library property.
- Be in attendance at all times during occupancy of the building.
- Insure that the premises are vacated promptly and at the time specified on the application.
- Be responsible for leaving the facility in the same condition as prior to its use.
- Assume liability for payment of any fees due to the Library.
- Be responsible for all damage to Library property which results from the use of the facilities. Damage to Library property will be charged to the sponsoring individual.

14. Where the Meeting Room is used by minors, the application must be completed by an adult who must be present and take responsibility for the proper conduct of the meeting, for any fees incurred and any damage which might result.

15. The Board of Trustees and the Library Director reserve the right to deny permission to use the Meeting Rooms to any group that is disorderly, violates regulations, or does not meet the Library's service goals.

16. There is a charge of \$50.00 to serve refreshments. Each group must provide its own food, food preparation, equipment, utensils, paper goods, etc. and be responsible for cleaning up after the meeting.

17. Non-refundable Meeting Room Use Fees are in effect and are payable at the time the application is made to use the Meeting Room: The fees are listed on the Meeting Room Use Application.

NONPROFIT ORGANIZATIONS MUST SUBMIT PROOF OF NONPROFIT STATUS WITH APPLICATION.

Approved by Library Board of Trustees 12/14/09

030812