

## **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. When not in use for Library activities, the Meeting Rooms may be made available to local community organizations 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. The Library has the following Meeting Rooms: one (1) Chris Maloney Lecture Hall (Room 110) holding approximately 105 people, one (1) Headley Room (Room 111) holding approximately 59 people. The Lecture Hall can be expanded to hold approximately 154 people.
3. Meeting Rooms are available to groups whose headquarters are in or who provide services to the residents of Ocean City.
4. Approval may be granted for a maximum of six (6) meetings that may be held over a six (6) month period. The Meeting Rooms are not intended as a regular meeting place for any group. Meeting Room space will be available on a first come, first served basis.
5. Meetings cannot be scheduled more than six (6) months in advance.
6. Requests for the use of the Meeting Room must be made, in writing, on the Meeting Room Form provided by the Library, and submitted at least two (2) weeks before the meeting is held. Arrangements for Meeting Room use can be made with Programming Librarian. Notification of approval will be made, in writing or by phone, to the person completing the application. Meeting dates cannot be changed without the approval of the Library and must be made at least one week prior to a scheduled event, as provided in paragraph 7, below.
7. 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, or upon shorter notice in the event of unforeseen circumstances such as inclement weather, public emergencies, unforeseen need to use the room for the benefit of the general public.
8. Aside from Library sponsored events, 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.

9. The Meeting Rooms may not be used for religious services or political campaigns purposes or for fundraising, party caucuses or meetings closed to the public.

10. All meetings, regardless of the organization or purpose of the meeting, must be open to the public and must be held during regular Library hours, unless prior approval is given by the Library Director. Meetings must be completed at least thirty (30) minutes prior to the Library's closing time in order to allow sufficient time to clean up the meeting space and restore it to its condition prior to the meeting, all of which shall be the responsibility of the applicant.

11. The Ocean City Free Public Library may not be used as the official address or headquarters for an organization.

12. The use of tobacco and/or marijuana products, vaping, and the use of alcoholic beverages is prohibited.

13. Burning of any materials including, but not limited to, incense and candles, is prohibited.

14. Only library employees are permitted to operate library equipment. Library employees will be available to set up for the meeting and operate library equipment as needed.

15. 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 and the applicant(s) shall indemnify and hold the Library and the City of Ocean City harmless from and against any such claims and have the Library and the City named as additional insureds as provided in the Meeting Room Application Form. The Library can waive insurance requirements for non-profit entities or for social groups such as bridge clubs, book clubs, etc. that are not part of an organization.

16. 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.

Ensuring compliance with all requirements for use of the meeting room including but not limited to, providing required insurance coverage at least ten (10) days prior to the date that the Meeting Room is scheduled to be used.

17. 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, with the applicant agreeing to indemnify and hold the Library and the City of Ocean City harmless from and against any such claims and provide insurance as stated in paragraph 15, above. The applicant, and not the Library, will be responsible for determining how many adults are required for supervision.

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

19. 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. Meeting room fees will be refunded for any meetings cancelled by the Library.

**NONPROFIT ORGANIZATIONS MUST SUBMIT PROOF OF NONPROFIT STATUS WITH APPLICATION.**

Approved by Library Board of Trustees 12/14/09 Updated 03/08/12 Approved Updates 06/14/21