



Montgomery County Public Library Meeting Room Use

Person representing the group must possess a valid Montgomery County Public Library card.

Authorized individual representing the group or service organization must sign as responsible party for the group.

All individuals or groups using library facilities must abide by the following rules:

1. No birthday parties, showers, or other private parties.
2. Library sponsored activities are given priority in scheduling use of the facilities.
3. Non-library related activities may be scheduled once per month, or, alternatively, on a weekly basis, but in any event shall not exceed a total of twelve (12) meetings within a 12-month period.
4. Responsible individual must sign usage application. Responsible individual must have a Montgomery County Public Library membership card.
5. There will be a \$75 deposit for use of the full community room or learning lab and \$60 deposit for a partitioned section of the community room. A \$25 usage fee will be maintained each time the room is rented, with the remaining portion refundable once the room has been verified to be clean, orderly, and without damage. As of July 2019, non-profit organizations are required to have a \$25 deposit on file. To prevent groups from scheduling the room and then not showing up, the library will retain the \$25 deposit when any organization is a no call / no-show for a scheduled meeting date. The organization will be required to submit another \$25 deposit to schedule another meeting. Deposit **MUST** be made 5 days prior to scheduled meeting. Meeting will not be placed on the calendar until deposit is made.
6. Please wait 48 hours after event to request deposit refund. Personal checks not accepted. If paying with organization/business check, payment must be made at least 10 days in advance, check must clear bank prior to receiving refund.
7. If you advertise your event in a public venue (such as social media, newspaper, radio, etc.) please be sure to include the contact information for your organization or responsible party. Library staff cannot provide information and answer public questions about your event other than to say a specific event is scheduled for a specific day and time. If you wish to develop and post information about your event in the library, the library maintains a public information station to accommodate your request. You may have a sign to direct your guests or intended audience to the correct meeting room, however, you are not permitted to post signs outside the library, in library windows, or throughout the library building.
8. Chairs, tables, and other equipment must be returned as you found them and key (if applicable) must be returned.
9. Room deposit fees may be waived for non-profit organizations providing open public access to community service functions, or public activities with an educational, literary, or youth development focus.
10. Activities requiring an admission fee are not permitted.
11. The person making application for use of facilities must be over the age of 18. This person will be responsible for any and all damages to facilities or contents that occur as part of use of the facilities. (this person must have a valid Montgomery County Library Card).
12. Meeting attendees are permitted to remain in the building for up to one hour after library closing. Facilities must be clean, everything returned to the proper location, everyone out of the building and doors locked within an hour after library closing time.
13. Child and youth activities must be adult supervised. At least one (1) adult for every seven (7) children should be present. At least one supervisory adult must remain on premise at all times. An adult must assume responsibility for any damage to the facility or its contents

14. The facility must be left clean; floor swept or vacuumed; chairs and tables must be returned as they were found, and the kitchenette cleaned and wiped down. Trash taken to dumpster, Lights turned off and the doors locked.
15. If audio-visual equipment is needed, arrangements must be made in advance. The library may not be able to provide all types of AV equipment, please ask about availability when scheduling.
16. The name or address of the Montgomery County Public Library cannot be used as the official address or headquarters of any organization. However, you may advertise that your meeting is being held at the Montgomery County Public Library.
17. Smoking is not permitted anywhere inside the library. Smoking is not permitted within 20 feet of the building.
18. Alcoholic beverages are not permitted in the building.
19. Please do not use tape or tacks on wall, ceilings, trim, or other painted surfaces.
20. Please do not use rocks, blocks, or other door stop mechanisms to prop open outside doors for an extended time. Do not prop doors open and stand just outside the doors to smoke (please remember that you must move 20 feet away from the building prior to smoking.) If outside doors are found to be propped open after the group leaves, the group will forfeit the entire deposit fee.
21. The library accepts no liability or responsibility for damage to persons or property arising from use of the facility.
22. A copy of the meeting room/facilities use policy shall be given to each group using the room. A representative of the group will sign the application form stating they have received a copy of the policy.
23. The library is a publicly funded facility, groups using library facilities may not discriminate in regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.
24. Permission to use the facility may be denied to any group that is disorderly, has previously stolen or damaged property, violates rules for meeting room use, or violates local, state, or federal laws and/or guidelines.