

**ENOCH PRATT FREE LIBRARY**  
**MEETING ROOM POLICIES & REGULATIONS**

The Library will make final decisions on meeting room availability and use, and the Library reserves the right to review and make changes to this policy at any time without notification.

Activities that interfere with normal functions of the Library are prohibited. Behavior deemed disruptive, disturbing, or contrary to [Library Code of Conduct](#) is not allowed. Failure to adhere to these rules could result in discontinuance of the individual or group's use of the meeting rooms.

The Library believes in upholding the principles of intellectual freedom and is equally as committed to equity and diversity. Per the [American Library Association](#), use of the meeting rooms does not constitute an endorsement by the Library of the viewpoints expressed by participants in the program or meeting.

**Meeting Room Fees**

No fees will be assessed for groups of 8 people or fewer, or for official meetings of the governments of the City of Baltimore or State of Maryland.

**Fee Schedule:**

- **Non-Profit Groups**
  - Up to 4 hours – No charge
  - 4 to 8 hours - \$50.00

Non-Profit Groups are required to provide a legal non-profit letterhead or a 501c3 certificate denoting non-profit status.

- **For-Profit and Out-of-State Groups**

- Up to 4 hours - \$100.00
- 4 to 8 hours - \$120.00

Payment may be by cash or check ten days before the scheduled meeting. Meeting room reservations will not be held if payment is not received ten days before the scheduled meeting. Checks are to be made out to the Enoch Pratt Free Library.

### **Meeting Room Regulations**

The following regulations must be observed in using Library public meeting rooms. Customer booking meeting rooms must sign a copy of these regulations (Form #90) to indicate agreement. Reservations will be confirmed in writing in the order the signed agreement is received by Library Management. Reservations must be made at least two weeks in advance of the desired meeting date. If a meeting room is needed sooner, that location must be contacted directly. Violation of any of the following policies may result in individuals or organizations being barred from meeting room bookings.

1. The responsible party may return the signed agreement in person or via email to the Library where the meeting is taking place. If the meeting is being held at the Central Library/State Library Resource Center, it should be emailed or taken to the Chief of Central/State Library Resource Center's Office.
2. At least one adult 18 years of age must be present at all times.

3. Each meeting room has designated capacity limits. The individual named on the meeting room reservation is responsible to ensure these limits are not exceeded.
4. Private events such as birthday parties, showers or large scale corporate events and conferences are not permitted.
5. No fee of any kind may be charged, nor may a collection be taken at meetings. Promotion of any activity for which a fee is charged is not permitted.
6. No materials of any kind can be sold on library premises by outside groups or organizations. The Library does reserve the right to allow admission charges and/or the sale of products by any entity presenting a program sponsored by or in cooperation with the Library.
7. Membership and payment of dues may not be solicited or collected.
8. All printed material advertising the meeting, including newspaper advertisement must include the following disclaimer: "Use of library meeting space does not constitute endorsement of this organization, this program or its content by the Enoch Pratt Free Library."
9. Any publicity, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and telephone number of the individual or organization sponsoring the meeting. The library may not be identified or implied as a sponsor. The library telephone number may not be stated in the publicity.
10. Publicity for an event (text only, size 8.5 x11 or smaller on a Library bulletin board, flyers to be placed on a Library giveaway table, etc.) may be allowed with prior arrangement and permission from Library Management.
11. Except for Library hosted events, all members of the organization and the audience attending the meeting must leave the building

by closing time.

12. Some AV equipment is available for use in most locations, however if a group wants to use the Library's equipment, arrangements must be made at least two weeks in advance. Organizations can also provide their own equipment for audiovisual or multimedia based presentations provided there is an individual who knows how to operate the equipment. Library staff will attempt to assist, time permitting but this does not guarantee the ability to provide support for equipment.
13. Arrangements may be made for the Library Technician to operate a projector or other equipment at the Central Library/State Library Resource Center only. These arrangements must be made at least one week in advance of the meeting and will incur a \$20.00 charge.
14. Arrangements requiring additional trash receptacles, moving of the meeting room furniture, or the use of the public address system in the Wheeler Auditorium at the Central Library/State Library Resource Center should be made at the time of booking and requires a minimum of two weeks notice prior to the meeting.
15. Rooms must be left in the same condition as found at the beginning of the meeting. Trash must be placed in receptacles provided and tables and chairs left in the arrangement found at the beginning of the meeting. Organizations or the individual named on the meeting room reservation form will be liable for any damages to Library property.
16. Non-alcoholic beverages and light refreshments may be served in public meeting rooms provided the serving of refreshments does not interfere with Library operations. Refreshments and beverages are not provided by the Library.
17. Library Management will not assume responsibility for any property the organization or individuals bring into the meeting room.

18. Neither the name nor the address of the Enoch Pratt Free Library may be used as the official address or headquarters of an organization.
19. Inquiries concerning the meeting may be referred to the person who signs the reservation form.

Library Management reserves the right to monitor compliance with these regulations. Any questions regarding these policies can be referred to the CEO of the Library via email at [epfl.ceo@prattlibrary.org](mailto:epfl.ceo@prattlibrary.org)

**ENOCH PRATT FREE LIBRARY**  
**Application/Confirmation for Use of Meeting Rooms**

BRANCH \_\_\_\_\_ or SLRC/CENTRAL LIBRARY

**Application for Use of Meeting Rooms**

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

Purpose or Function of Meeting \_\_\_\_\_

Address of Organization \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Office in Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Name of President/Chairperson \_\_\_\_\_ Approximate Audience Size \_\_\_\_\_

Literature to Be Distributed? \_\_\_\_\_ Press Notices Planned? \_\_\_\_\_ Exhibits Planned? \_\_\_\_\_  
**(Refer to Meeting Room Regulations and initial your acceptance of these regulations. A copy of those regulations, Form #90, must accompany this application.)**

Date or Dates (List Each)	Hour Begin	Hour End	Topic	Speaker
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The confirmation below will be filled out by the Library.

**Meeting Room Confirmation**

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Name of Applicant Meeting Date Location Time

This notice confirms your reservation for the use of the Library meeting room(s) as indicated above, subject to the regulations governing their use which you have agreed to. If there are any changes to this information, you must, at least one week prior to the meeting, notify:

\_\_\_\_\_ at \_\_\_\_\_ by calling \_\_\_\_\_  
Staff member SLRC/Central/Branch Telephone