

CECIL COUNTY PUBLIC LIBRARY MEETING ROOM POLICY

The Cecil County Public Library invites community groups, agencies, and organizations to use its meeting rooms for public gatherings in support of educational, cultural, and civic activities. Library meeting rooms may be used for business use, including meetings, trainings, and informational sessions. Library meeting rooms may not be used for purely social purposes, such as birthday parties, baby showers, weddings, or personal social events.

Permission to use the Library's meeting rooms by a group or individual does not constitute an endorsement by the Library, Board of Trustees, or staff of the actions, opinions, or beliefs expressed therein. The Library Director reserves the right to deny or revoke permission to use the library's meeting rooms. Similarly, the Library Director may deny or terminate the use of the facilities by any group which is disorderly or in violation of these regulations.

Meetings may not disrupt the use of the library, and all meeting room activity is subject to [Cecil County Public Library's Rules of Conduct](#).

- No fees are charged for use of the rooms. Groups using the library's meeting rooms may not charge an admission fee, ask for donations, solicit funds, or make direct sales. Exceptions may be granted to membership-based organizations and community service providers at the discretion of the Library Director.
- All meetings shall be open to the press and public.
- Reservations must be made by an adult (18 years or over) representative of the organization who, by making the reservation, agrees to be responsible for payment of any damage to the library property resulting directly from the meeting and for ensuring CCPL's Policy for Meeting Room Use and Rules of Conduct are followed. Youth organizations using the Library's meeting rooms are required to have at least one adult (18 or over) present at all times.
- Individuals and groups using the Library's meeting rooms may not issue publicity indicating library sponsorship. The Library Director, or designated staff member, has the right to see promotional items and press releases.
- Meeting rooms are available for use during regular library hours. Meetings must end 15 minutes before the library closes.

- Meeting attendance may not exceed the posted room capacity listed on the library's website and determined by building and fire regulations.
- Meeting room groups may use the library's audio-visual equipment. Please note the equipment type and availability varies by branch.
- Light refreshments are permitted in library meeting rooms. No alcoholic beverages are permitted on library property.
- Set-up and clean-up is the responsibility of the individual or group reserving use of the meeting room and must occur within the reserved time for the meeting.

Revised & adopted: 12/20/21