

# Community Room Use Policy

The Frostburg, George's Creek, LaVale, South Cumberland, Washington Street and Westernport libraries have rooms available for community use. Community rooms include Meeting Rooms and Study Rooms.

Users of Library Community Rooms must comply with the following guidelines:

## Who Can Use the Community Rooms

- The Library Community Rooms are intended for and may only be reserved by nonprofit, service, and community groups, organizations, and individuals.
- The direct sale of materials and services is prohibited.
- Study Rooms may be reserved for use by private tutors or others working directly with students.
- Rooms may not be used for social gatherings and private parties, which include but are not limited to, baby or bridal showers, birthday parties, entertainment or fundraising.
- Library Community Rooms are not intended for use as the primary site of a profit, nonprofit, or church corporate enterprise.
- No products or services may be advertised, solicited, or sold. However, at the discretion of the Library Director, the following will be permissible at library initiated programs:
  - Fundraising to benefit the Library and sponsored by the Friends of the Library.
  - The sale of books or other items by authors or artists as part of a library program.
- Library activities and programs have priority for room use.

## Making a Reservation

- Unless reserved for a scheduled activity, Community Rooms are open and available for use on a "first come- first served" basis during normal operating hours.
- Community Room reservation requests may be made up to 6 months in advance.
- Community Room reservation requests are not guaranteed.
- All Community Room reservation requests will be reviewed for appropriateness and the registrant will be notified by email to confirm the reservation.
- Online room reservations must be made at least one day in advance to allow staff adequate time to review and approve requests.
- Same-day reservations may still be made by calling or visiting the library directly. Staff will advise you on the room's availability.
- All room reservations are published on the library's online event calendar and are publicly visible. The library is not responsible for how outside individuals or organizations choose to share or interpret this publicly available information. For example, some room

reservations may be re-shared by third parties, such as local newspapers, and labeled as public events—even if they are private meetings or not open to the general public.

### Using a Community Room

- All meetings must take place during the library's normal operating hours. Patrons will not be permitted to enter the meeting space until the library is open to the public.
- To allow staff adequate time to secure the building, all meetings must conclude no later than 15 minutes before the library's scheduled closing time.
- Users may not enter, set up, or disrupt a meeting room while another scheduled event or program is still in progress. Please wait until your scheduled start time before accessing the space, out of respect for the ongoing reservation. However, the Westernport Library's public restroom is located inside the meeting room. In this case, users may briefly access the room to use the restroom but should avoid disturbing the ongoing event.
- Room capacity is governed by Fire Code regulations.
- If groups or individuals are 30 minutes or more late for room reservations, rooms may be forfeited to walk-in requests.
- At the discretion of the library, a Community Room reservation may be canceled due to unforeseen building issues or adverse weather conditions. It is the responsibility of the individual or organization to confirm the status of the library's hours before the scheduled event to ensure the library is open.
- Audio-visual equipment may be available to borrow from the library for use in the Community Room.
- Community Room users are responsible for re-arranging the meeting rooms and kitchenettes to their standard configuration at the end of their meeting.
- Library facilities may not be used to store material or equipment.
- Alcoholic beverages are not permitted on library property. Smoking is not permitted.
- The library reserves the right to withdraw permission for the use of any Community Room.
- Neither the name nor the address of the library may be used as the official address or headquarters of an organization.
- The use of a Community Room of the Allegany County Library System does not imply endorsement of the purpose or activities of a group, organization, or individual.
- Any advertisement or public notice, including print or digital brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and phone number of the individual or organization sponsoring the program or event. The library logo, website and phone number may not appear on the publicity. The library may not be identified or implied as a sponsor. All publicity material must include the following disclaimer: "Use of library meeting rooms does not constitute endorsement of this organization, this program, or its content by the Allegany County Library System."
- All organizations or persons using the meeting rooms must adhere to all [Allegany County Library System Policies](#) and [Code of Conduct](#). Violation may result in cancellation of future or in-progress activities.

The Library reserves the right to modify this policy during times of local, statewide, or Federal states of emergency.

Allegany County Library Board of Trustees  
Allegany County Library System  
Community (Meeting) Room Use Policy  
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