Meeting & Conference Rooms

Meeting Room Fees [1] | Meeting Room Locations & Photographs [2] | How to Make a Meeting Room Reservation [3]

RESERVING A MEETING/CONFERENCE ROOM

Each year, after Library programs have been scheduled, the Library makes its auditoriums, meeting and conference rooms available to the community. Meeting and/or conference rooms may be reserved for hours when the branch library is open to the public. All customers must agree to observe Library policies and rules, listed below, and activities cannot disrupt library operations.

This service allows community members to have a place to meet for discussions, study and trainings. **No private parties are allowed in the Library meeting/conference rooms or auditoriums.** This includes showers, receptions, birthday parties, etc. and other purely social purposes. Private book release events or book signings do not imply endorsement by the Library. Rooms may not be used as the sole or primary location to conduct business, nor may they be used for fund-raising.

A reservation may be made on the website [4], or by calling Central Booking at 301-699-3500 during business hours, 8:30 am to 5:00 pm. In addition, you make ask at a branch library Information Desk for assistance in making an online reservation. **Reservations may be made up until the day before your date.** Same day reservations may be available at the branch, on a first-come, first-served basis. **Reservations made within 5 days or less before the requested date must be paid for in cash at the following branches: Greenbelt, Hyattsville, Oxon Hill, Spauldings & South Bowie.**

When completing a reservation, please thoroughly review the reservation request form to verify that date, time, and location of the reservation(s) are correct. You will receive a confirmation by email once the Library has accepted your reservation; if you do not have an email address, please indicate that you would like the confirmation mailed in the Notes. You may need to update your email account to accept email from the Library. **Rooms are only available during the time you have reserved. You will not be able to enter the room before your reservation time, and you must leave the space at the time your reservation ends. Any set-up or take-down time must be included in your reservation**.

PAYMENT

Room fees vary according to room capacity; the fees are listed on the PGCMLS website. Non-profit organizations are required to pay the room reservation fee, as are other community groups and individuals. Some Federal, Maryland, and Prince George's County government agencies' events may be exempt from this fee schedule. You may pay for a room reservation using a credit card and **you must choose this payment option at the time you are making a reservation**. Concerns about credit card transactions will be handled by the Finance Department at the Administrative Offices, 301-699-3500. **Payment for a reservation using a check, cash or money order is due within five business days after making the reservation.** Customers may bring cash, check or money order payments to any of the following branches: **Greenbelt, Hyattsville, Oxon Hill, Spauldings or South Bowie. Please note:** Unpaid reservations are removed from the reservation system ten days after the reservation is made. The room then becomes available again. If you have not paid within this time period, you will need to make the reservation again if the space is still available.

Reservations made in five days or less before your date must be paid online with a credit card or in cash at the branches listed above. Checks will not be accepted for these reservations. Payments for same-day reservations must be made with cash or a money order. Checks returned due to insufficient funds will incur a $35.00 fee billed to the customer in addition to the room use fee.

CANCELLATIONS AND REFUNDS

Every effort will be made to guarantee a reservation. **However, the Library reserves the right to change or cancel a reservation to accommodate operations. Groups and/or individuals that do not use a room after reserving and paying for it (No Shows) will be charged the full room fee and no refund will be granted.**

Customers may reschedule a paid room reservation one time within thirty (30) days after a cancellation. You will not

be able to reschedule beyond thirty (30) days. **PAYMENTS WILL NOT BE REFUNDED.**

In the event of an emergency, the Library reserves the right to cancel a room reservation. Groups and/or individuals are responsible for contacting the branch library in severe weather conditions to determine whether the branch will remain open. Closing information is available before Library opening hours at 301-699-3500 or at www.pgcmls.info [5]. The Library will make full refunds for room reservations if the Library closes due to severe weather or other emergencies.

AGREEMENT FOR USE OF LIBRARY AUDITORIUMS, MEETING AND CONFERENCE ROOMS

ROOM SET-UP AND EQUIPMENT: Auditorium and meeting room seating is arranged auditorium style. Organizations are welcome to change the arrangement but are responsible for restoring the room to its original set-up for the next customer. The standard room set-up is designed to be barrier-free to accommodate the mobility needs of individuals with physical or visual disabilities. Special seating arrangements may be requested by those groups whose membership or audience meets the definition of Americans with Disabilities as specified in the 1990 Americans with Disabilities Act.

The library does not provide audio or video equipment for use by the public. However, most meeting rooms have built-in projection screens and blackboards or white boards available.

Any organization and/or individual reserving a room will be responsible for the condition of the room and will be financially responsible for any damage that may be caused by members of the organization or attendees during the time the room is reserved. Posters, balloons, and other decorations may not be attached to walls, light fixtures, or ceilings.

SCHEDULED RESERVATION TIMES: Library rooms will not be available before the scheduled starting time. Groups must conclude their meeting and clear the room promptly at the time designated on the reservation. Please plan to exit the Library at closing. Failure to exit the Library at closing may cause future reservations to be denied.

There will be no collection of admission fees, sales of products or services, nor other direct fund raising activities or money collected on Library premises.

REFRESHMENTS: Library meeting spaces are not designed for food service. Only light refreshments or snacks (sandwiches, cookies, water, sodas, tea, coffee, etc.) are allowed in the Auditoriums, Meeting and Conference rooms. Hot meals (catered meals, pizzas, soups, etc.) are prohibited in all rooms. No alcoholic beverages and/or open flames such as candles, Sterno, etc, are permitted.

No petitions may be circulated in the library building. The Library phone number may not be used as a contact number in any promotional materials. The Library Public Services Office must pre-approve promotional materials posted inside the Library. All printed materials (fliers, posters, etc.) publicizing meetings at the Library must contain the following disclaimer statement: "Use of library meeting space does not constitute endorsement of program/meeting or its content by the Prince George's County Memorial Library System."

The Library is not responsible for lost or stolen articles.

The capacity of Library rooms is determined by fire regulations and must not be exceeded. Doors to meeting and/or conference rooms must remain unlocked during meetings.

Youth organizations using meeting and/or conference rooms must have at least one adult (18 years or older) present at all times.

Further use of the Library meeting and/or conference rooms will be denied to any individual or organization that fails to comply with the above agreement.

I Accept **[6]**

[6]

Source URL: http://www.pgcmls.info/MeetingRooms

Links:
[1] http://www.pgcmls.info/MtgRmFees
[2] http://www.pgcmls.info/MtgRmLoc
[3] http://www.pgcmls.info/MtgRmRes
[4] http://www.pgcmls.info/MeetingRooms
[5] http://www.pgcmls.info/
[6] https://md.evanced.info/pgcmls/lib/roomrequest.asp