



EASTERN SHORE REGIONAL LIBRARY, INC.

TRAINING CENTER USE POLICY

NON-PROFIT ORGANIZATION USE

The Eastern Shore Regional Library (ESRL) has a Technology Training Center that may be used for cultural, civic and educational purposes. There is no charge for nonprofit groups for use of the training center if they do not charge their participants. Non-Profits who charge their participants will be charged a flat fee of \$50 for use of the Training Center for two hours. There will be a charge of \$25 per hour for every hour thereafter.

Times that the training center can be reserved are: Monday through Friday (excluding holidays) from 8:00 am until 4:15 pm. The Training Center has 12 computers plus one computer for the trainer. There can be a maximum of 5 trainers; however, they will have to take turns.

FOR PROFIT ORGANIZATION USE

Businesses, banks, corporations, and other for-profit organizations may use the training center during regular ESRL hours for a fee. There is a minimum fee of \$100.00 for up to 2 hours. Each additional hour or part of an hour is \$50. Payment for the Meeting Room must be received before the date of the meeting. In case of cancellation, no refunds will be made unless a 24 hour notice is provided. **Times that the training center can be reserved are: Monday – Friday (excluding holidays) from 8:00 am until 4:15 pm. The Training Center has 12 computers plus one computer for the trainer. There can be a maximum of 5 trainers; however, they will have to take turns.**

The ESRL Training Center is to be used for training/educational purposes only and not for commercial purposes. Failure to comply with this policy will result in expulsion from the meeting and/or denial of future use.

Checks or Money Order should be made payable to: Eastern Shore Regional Library, Inc. Cash and credit cards are not accepted.

To assure fair access to all, we request that you abide by the following rules:

- Reservations must be made on-line by an adult and must be confirmed by completing an application form. ESRL will need notice of cancellations.
- An orientation session for trainers is required. This is to provide the trainers with instructions on proper use of equipment and to ensure that rules are understood.
- One organization may use the meeting room facilities no more than 12 times per year and reservations may be made no more than 6 months in advance. Attendance at authorized trainings may not exceed the room capacities of two

Attendance at authorized trainings may not exceed the room capacities of two persons at each computer (for a total of 24 participants) plus trainers, maximum of 5.

- The group or organization will be responsible for the set up and arrangement of the training center for their training session and return the room back to its original configuration when finished.
- Groups of children or teenagers must be supervised by two adults.
- Smoking and the use of alcoholic beverages are not permitted anywhere on ESRL premises, including the restroom. No food or drink may be carried into the Training Center or adjacent areas.
- The Training Center must be left clean. Large waste cans and plastic bags, as well as disposal of bagged refuse, will be provided by ESRL.
- Any display materials must be removed and areas must be left free of litter. If there is damage to the Training Center that will necessitate professional cleaning, the cost will be passed onto the organization or group that used the room.
- If it is necessary to borrow ESRL equipment, it must be requested on the Training Center application form. If ESRL equipment is used, the person who booked the equipment will be held responsible for any damages to the equipment or loss of the equipment.
- No group or organization may list the address of the Eastern Shore Regional Library as its mailing address.
- The extent of ESRL, Inc. liability will be to refund fees in the event of emergency closings, equipment failure, etc.

The ESRL Training Center will be cleared and locked 15 minutes before the library closes.

Thank you for helping the Eastern Shore Regional Library provides this service in a fair and equitable manner.

Authorization to use ESRL training facilities does not reflect endorsement by the ESRL of the general or particular program, position, or purpose of any persons or organizations. ESRL may preclude any use of ESRL facilities that may interfere with regular use of the ESRL. Failure to comply with ESRL directives outlined in this policy may result in canceling future use.

To reserve the ESRL Technology Training Center, visit www.esrl.lib.md.us and use the online reservation form. You may also contact us by telephone at 410.742.1537. Please ask for Jeff Cross, Systems Technician. Jeff's email is: Jeff@esrl.lib.md.us. Please note that all reservation requests must be approved by library staff.

Approved October 27, 2005 ESRL, Inc. Board of Trustees

Eastern Shore Regional Library
122 S. Division Street, Salisbury, MD 21801
Phone: 410-742-1537 Fax: 410-548-5807