

# DALLAS PUBLIC LIBRARY MANUAL

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**Subject:** MEETING ROOM POLICY

**Document Number:** 2-2

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All Dallas Public Library locations have meeting room facilities. Priority for booking such areas is granted solely by the Library for providing programs that are free and open to the public. The Dallas Public Library does, however, make available some meeting rooms and spaces in the Central Library and branches to approved groups and individuals when the requested day/time does not conflict with the Library's ability to provide programs and services of its own.

The Library reserves the right to determine whether a proposed use of facilities is appropriate and to withhold permission for such use. The Library also reserves the right to determine the charges and conditions for community use of meeting rooms and spaces.

Policy 2-2: Use by the general public.

Policy 2-2a: Approved Users List

Policy 2-2b: Use by City departments and the City Council.

Policy Co-Sponsorship

## I. PROCEDURE

To secure the use of library facilities, a prospective user should:

1. Inquire about available facilities and dates at the desired location.
2. Obtain an application for use of a Dallas Public Library facility;
3. Agree to the requirements and conditions for use of Library facilities;
4. Complete and return the application, fee agreement, and insurance certificate with nonprofit documentation, if applicable, to the appropriate library staff at the location where the meeting is to occur. This is needed at least two weeks prior to the tentative meeting date.
  - A. First-time users must submit all of the documentation listed in Step 4 above to the Meeting Room Coordinator (telephone: 214-670-7800, fax: 214-243-1112) at the Central Library in order to obtain the necessary approval prior to the group's first proposed meeting. At least four 30 days should be allowed for this process to be completed.
  - B. Previously approved users must submit all paperwork one week prior to meeting date.
5. The remaining payments/fees must be received by the DPL Meeting Room Coordinator, Branch Manager or appointed designee at least 48 hours in advance of the scheduled meeting date.

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**Please note: While a meeting room may be tentatively scheduled for a group/individual, final booking is subject to the group/individual's ability to fulfill all of the requirements set out in this policy before it is considered "approved." The Library reserves the right to cancel/release all tentative bookings once the deadline date for meeting these requirements passes without being completed.**

Inquiries should be directed to the Manager or designee of a branch library for the use of its facilities, or to the Meeting Room Coordinator, Support Services, 2<sup>nd</sup> Floor, (214-670-7800) for the use of facilities in the Central Library. The Meeting Room Coordinator will notify the prospective user if the application is accepted or denied.

## II. STATEMENT OF PURPOSE, CHARGES AND STATUS

### A. Statement of Purpose

Groups or individuals requesting the use of Library rooms must file a "Statement of Purpose" with the Library. This statement must be submitted on official letterhead stationery and must clearly indicate the general goals and objectives of the group and the purpose for which the Library room will be used. This statement must be received by the library at least 30 days prior to the date the group/individual wishes to use a room. This statement needs to be filed only once. However, the Library reserves the right to review statements at any time. All reasons for requesting rooms and all the activities held within must be in full compliance with all applicable laws, ordinances, and regulations of the City of Dallas and the Dallas Public Library.

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### B. Status and Charges

Nonprofit groups, including government agencies, will be charged "Nonprofit Rates." For Profit groups or individuals wishing to rent any library facilities will be charged "Basic Rental Rates." (See attached MEETING ROOM FEE SCHEDULE).

To qualify for "Nonprofit" rates, a group (excluding government agencies) must supply the Library with *at least one* of the following:

1. Current documentation (within the last three (3) years) verifying the group's designation as a 501.3C organization. This documentation must appear on official stationery from the Internal Revenue Service. It must state that the

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group has received and/or continues to meet the requirements of a 501(3)(c) organization. (A current non-profit statement and application must, therefore, be resubmitted to the Library every three (3) years for review.)

2. Group bylaws.
3. National affiliation statement confirming nonprofit status.

While required documentation can be submitted in parts, at least one of the required documents must be on file with the Library at least 30 days prior to the first date the group wishes to use a library meeting room. Once the 30-day deadline passes and the Library has not received all the documentation it requires, the Library will release the requested room to other organizations/individuals.

### III. REVIEW/APPROVAL/GUIDELINES FOR USE OF MEETING ROOMS

The Library will review the statement of purpose and the nonprofit documentation (if applicable) to determine if a group may use a room. The Library's decision is based on the reason for use and the group's ability to meet the following requirements (applicants will be notified regarding approval decision within one week):

**Note: The Library reserves the right to determine whether a proposed use of facilities is appropriate and to withhold permission for such use. The Library also reserves the right to determine the charges and conditions for community use of meeting rooms and spaces.**

1. Application from first-time users must be made at least 30 days in advance of the meeting date requested. Applications can be mailed via a postal service, faxed, emailed, or made in person at the location where meeting is to take place.
2. Requests from previously approved groups or individuals must be made a minimum of 14 days in advance and all paperwork due within one week of the meeting date requested.
3. Applications will be considered for occasional use only. Library meeting rooms are in high demand for library events/programming, their primary purpose. Non-library affiliated/sponsored groups/organizations will not be allowed to use the Library's meeting rooms for long-term or on-going use.
4. Applications will be considered for use only during normal operating hours.

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5. Any group that has been approved to use a room and is charged for said use of the room will be required to: 1) complete the attached FEE AGREEMENT; 2) pay charges (at least 48 hours prior to the event) according to the attached MEETING ROOM FEE SCHEDULE. Failure to do this will result in the cancellation of the meeting room(s) without further notification. *At the discretion of the Meeting Room Coordinator and branch manager, a 25% non-refundable deposit of the estimated room rental fee will be required along with the application at least one week before the meeting date.* Payment may be made with check or credit card. Cash payment is discouraged. Credit card payments can be taken over the phone and will be confirmed within 24 hours.
6. The use of any Library facility is subject to the authority of a Library or other City staff member who is present and whose directions must be followed, especially in case of emergencies. Only a Library staff member may have the keys to the facility.
7. The Library reserves the right to have a staff member present at any event.
8. Permission from a Library staff member is required before rearranging any furniture, except tables and chairs. Items on display may not be disturbed, and activities involving more than normal wear and tear on the facilities will not be permitted. Users will be held responsible for all damages.
9. Food or drink may not be served unless permission is specifically requested in writing and approved at the time the request to use the room is submitted. The serving of food or drink will require pre-payment of a non-refundable "cleanup fee," according to the attached MEETING ROOM FEE SCHEDULE. Beer and wine may be served when written permission is granted by the Director of Libraries.
10. Any nonprofit group must have requested and received prior written permission from the Library to levy a charge or solicit funds.
11. Rooms will not be available for the sale of goods or merchandise other than that which is not obtainable to members elsewhere or materials necessary to conduct the (i.e., supplies for workshops, etc.). Selling goods should be incidental to the purpose of the meeting.
12. Rooms will not be available for use by groups or individuals that have demonstrated unreliability in meeting Library requirements and/or scheduling meetings and then not showing up. **All users that have**

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**demonstrated a history of “no-shows” will be subject to a non-refundable “setup fee” of an additional 25% of the total amount.**

13. In the event publicity concerning the meeting is circulated which lists the Library address, this disclaimer must be included: **"This event is not sponsored by the Dallas Public Library."**
14. Users shall conform to all laws, ordinances, regulations, and Library rules. Groups/individuals failing to do so may be subject to removal from the Library's premises.
  - a. Fire regulations concerning room capacity and access to exits must be observed.
  - b. Rules of the facility regarding smoking, eating, and drinking must be followed. No smoking is allowed in any meeting room facilities.
  - c. Library rules of conduct must be observed at all times.
15. The user shall be responsible for any and all loss, accident, neglect, injury, or damage to person, life, or property, which may be the result of, or may be caused by, the user's occupancy of the facility or premises.
16. The following groups will be required to provide proof of adequate insurance for the time requested.
  - a. Any organization or individual applying to use a facility at basic rental rates;
  - b. Any nonprofit organization whose event is open to the general public (example: Piano recital by class from John Q. Academy);
  - c. Any group serving alcoholic beverages (see #8).

Library-sponsored events, city departments, and other governmental agencies are exempt from these requirements.

Groups, which have insurance, will be required to **provide** proof of insurance (insurance certificate) prior to being approved for a specific date. A copy of the insurance certificate must be attached to the meeting room application and sent to the MRC, Branch Manager or designee meeting room representative at the desired location.

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17. The user is liable for the care and protection of Library property and facilities, and shall be charged for any damages sustained to the premises, furniture, or equipment during use. *User must obtain permission before mounting signage of any sort to Library property, such as walls, glass, or doors. Users will be billed for damages as deemed appropriate by Library staff, following inspection of the area.*
  - a. Signs, decorations, and display materials must be flameproof and must be erected and removed in a manner not destructive to property.
  - b. Materials or arrangements, which constitute a hazard, are prohibited.
  - b. The facility must be left in the same condition as before the event.
18. Library parking space is limited; therefore there is NO free parking. Parking tickets will not be validated. Parking is available at surrounding parking lots for various rates and the Central Library for a maximum fee of \$8 per day. City staff is strongly encouraged to park at City Hall.
19. Should a problem arise while using any of the Library's branch facilities, contact the Manager on duty.

At the Central Library, contact the Meeting Room Coordinator at 214-670-7800, or after 5 p.m., contact the Manager in Charge or Security at 214-670-1783.
20. Youth or children's groups must be supervised at all times by responsible adults provided by the sponsors of the activity.
21. **A group's responsibility for the room shall be terminated only when they have informed an authorized staff member (at Central this will be a Security Officer) that they have vacated the room and that it is ready to be secured.**
22. All meetings which request the use of the Library's audiovisual booth will be subject to hourly "staff charges" to monitor and secure it immediately following the meeting. (Note: Staff is required to be on hand when booth access is being used in the Central Library Auditorium.) *\*Rooms will be booked based on the availability of staff needed for booth access.*
23. A user who fails to abide by these guidelines may be prohibited from future use of any Library facility.

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## MEETING ROOM FEE SCHEDULE Effective October 1, 2002

<u>MEETING ROOMS</u>	<b>HOURS</b>		
	<u>1 - 2</u>	<u>3 - 4</u>	<u>4+</u>
<b>Profit Rates</b>			
Central Auditorium	\$200	\$300	\$500
Central Concourse	\$300	\$500	\$600
Central Dallas East <b>or</b> West	\$ 90	\$125	\$150
Central Dallas East/West ( <b>combined</b> )	\$180	\$250	\$300
Central Dance Practice Room	\$125	\$165	\$205
Central Music Practice Room	\$125	\$165	\$205
Central McDermott Rooms	\$100	\$135	\$160
Branch Auditorium	\$125	\$165	\$205
Branch Conference Rooms	\$ 50	\$ 80	\$110
<b>Nonprofit Rates</b>			
Central Auditorium	\$100	\$140	\$180
Central Concourse	\$150	\$200	\$250
Central Dallas East <b>or</b> West	\$ 40	\$ 50	\$ 60
Central Dallas East/West ( <b>combined</b> )	\$ 80	\$100	\$120
Central Dance Practice Room	\$ 25	\$ 45	\$ 65
Central Music Practice Room	\$ 25	\$ 45	\$ 65
Central McDermott Rooms	\$ 50	\$ 60	\$ 70
Branch Auditorium	\$ 25	\$ 45	\$ 65
Branch Conference Rooms	\$ 10	\$ 20	\$ 30

**PLEASE NOTE: ALL SERVICE FEES ARE NON-REFUNDABLE UNLESS THE MEETING IS CANCELED AT LEAST 24 HOURS IN ADVANCE OF THE MEETING TIME.**

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## ADDITIONAL SERVICES

Audiovisual: The following equipment is available for rental particularly for meetings/events scheduled at the Dallas Public Library facilities only. *Computers are not provided by the Library.*

### Central Library:

** Cassette player <u>or</u> CD player	\$ 15.00
** LCD Panel	\$ 60.00
Laser Light (1)	\$ 25.00
Microphone (1) – podium	No Charge
Microphone (1) – lavalier	\$ 60.00
** Microphones (2 or more)	\$ 75.00
Overhead Projector	\$ 25.00
Projection Screen (1)	No Charge
Slide Projector	\$ 20.00
Video Player/Monitor (on cart)	\$ 50.00
Security	Current City Rate

\*\* Due to the complexity/quality of some of the equipment available in the Central Auditorium, a staff member will be required to be on site during its use and an extra fee (\$25 per hour) assessed for this service.

### Branch Libraries:

**Cassette player or CD player	\$ 15.00
Overhead Projector	\$ 25.00
Projection Screen (1)	No Charge
Slide Projector	\$ 20.00

If any other equipment or services related to additional equipment are required, a contract will have to be pre-approved by the City Attorney's Office and additional service fees assessed. Please allow at least 30 days for approval.

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Additional Services/Fees – continued:

Coffee Set-up:           **Available only at the Central Library**  
(Urn, coffee, sugar, creamer, stirrers, and napkins) - minimum 35-cup coffee service request at \$35; each additional 20-cup at additional \$10; urn only - \$15 per urn.

Easel (for signage)    One (1) provided at no charge; up to two (2) additional, \$10 each

Easel w/Flip chart    \$15 each (maximum of 2)

Food & Beverages:    When served, groups will be assessed an additional **\$25 clean-up fee.**

Piano:                    The user is responsible for having the piano tuned, at their expense, before their scheduled event in the auditorium. If the piano is to be moved request must be submitted in writing and the user is responsible for having it tuned and/or moved both before and after their event. The Meeting Room Coordinator will provide suggested piano tuner and/or mover.

Security:                Rates provided upon request; minimum of 2 hours charged per officer.

Staff:                    An hourly rate of \$25 will be assessed to have staff on hand for monitoring the use of audiovisual/computer equipment - at Central only.

Miscellaneous Charges:            Special set-ups or arrangements may be subject to additional charges deemed appropriate by Library staff.    \*\*\* (e.g., request for podium w/speakers on Concourse.)

**PLEASE NOTE: ALL SERVICE FEES ARE NON-REFUNDABLE UNLESS THE MEETING IS CANCELED AT LEAST 24 HOURS IN ADVANCE OF THE MEETING TIME.**