

MEETING ROOM POLICY

Dothan Houston County Library System (DHCLS) public Meeting Rooms are primarily used for library-related programs and activities. When not in use, DHCLS encourages additional use by outside organizations and individuals on a first-come, first served basis for cultural, civic, educational and informational meetings of interest to the community. Meeting Rooms are accessible to people with disabilities in accordance with the Americans with Disabilities Act

1. All Meeting Room reservations and use are at the discretion of DHCLS and must be free and open to the general public, DHCLS staff, and the media. All Meeting Room use will be considered public information.
2. Meeting Rooms may be used by non-profit community groups and other organizations for meetings of at least ten people (minimum of 5 for the Main Library's Board Room).
3. Meeting Rooms may only be reserved by the responsible party with a valid adult DHCLS card in good standing. An adult aged 21 or older must be present for youth programs.
4. Meeting Rooms are generally only available during DHCLS open hours. Meetings (including pre-meeting set-up) may not begin prior to opening, and all meetings must adjourn 15 minutes before closing. Requests for use during off-hours must be submitted to the Library Director for approval. Additional fees for closed hours events will apply.
5. Reservations may be made no more than 3 months in advance and no more than 4 reservations per individual or group each month.
6. Use of a Meeting Room does not imply DHCLS endorsement and/or sponsorship of the organization, program, or content. Prior approval for identifying DHCLS as a program partner in publicity materials must be acquired in advance of publication.
7. Attendance shall not exceed the fire code allowance:
 - Main Library: Community Room, 100 people; Board Room, 15 people.
 - Westgate Library: 50 people
8. Meetings must be non-commercial in nature. No promotions or sales of services, products, merchandise, materials or other items are allowed. *(Note: Sales of services, products, merchandise, materials or items, or solicitations for donations authorized pursuant to a DHCLS-sponsored program or event, or on behalf of the Friends of the Library, are permitted).*
9. Admission fees may not be charged or solicited, and donations of money and/or other property may not be solicited or collected.
10. Meeting Rooms may not be used for personal celebrations or events such as: birthday and anniversary parties, weddings, funerals, etc.
11. Meeting Rooms may not be used for religious services.
12. Meeting Rooms may not be used for electoral campaigning, or events that are primarily political and/or partisan in nature.
13. Meeting Rooms may not be used for practice or non-DHCLS sponsored performance of any kind.
14. Meetings must not be disruptive to DHCLS operations, staff, users, or facilities.
15. Light refreshments/catered meals may be served (i.e boxed lunches, finger foods, etc.), but meals may not be prepared on DHCLS property.
16. It is the responsibility of the reserving DHCLS cardholder to ensure that DHCLS Meeting Rooms are left clean, in good repair, and in the same condition as found with all equipment undamaged and any waste (including food waste) properly disposed of. Nothing may be affixed or mounted to the walls. Damage or cleaning costs may be applied at the discretion of the Library Director.
17. Special equipment may be used. DHCLS is not responsible for any outside equipment, and does not provide technical support for outside equipment.
18. DHCLS reserves the right to deny usage to any organization, group or individual which it believes to have been, or potentially to be in violation of the policies of DHCLS and/or applicable law.
19. DHCLS programming and events take priority for Meeting Room use. DHCLS reserves the right to cancel a reservation with no less than 48 hours' notice if the space is required for use by DHCLS, or a library-related organization.
20. Reserving a DHCLS Meeting Room constitutes an agreement to abide by the terms and conditions of this policy. Any interpretation and application of this policy by DHCLS staff may be appealed to the Library Director. All unresolved Meeting Room disputes will be reviewed by the DHCLS Board, who will hold the final authority.