



Meeting Room Policy

The Dothan Houston County Library System provides meeting rooms for use by community groups and organizations free for governmental and educational entities and for a nominal fee for private meetings, when space is available. The primary purpose of the meeting rooms is to further the Library's mission to meet the informational, cultural, and recreational needs of the community and serve the needs of library-sponsored programs and services, and such functions shall always have priority. The meeting space may be used by organizations engaged in educational, cultural, intellectual or charitable activities. Meeting rooms are not available for purely social purposes or for the benefit of self-promotion of individuals or commercial concerns. Application and agreement forms must be turned in and meeting room fees paid to the Library, before the meeting rooms can be scheduled.

General Rules

- 1) Anyone age 19 and older who wishes to reserve a meeting room must possess an adult DHCLS library card in good standing.
- 2) No illegal activities are allowed: Rooms or equipment may not be used for purposes prohibited by City, County, State, or Federal law. Please refer to our Library Code of Conduct.
- 3) Library sponsored meetings must be open to the general public if not paying a fee to use the room privately.
- 4) Library staff may enter the meeting room at any time during ANY scheduled meeting.
- 5) The fact that a group is permitted to meet at the Library does *NOT*, in any way, constitute an endorsement of the group's policies or beliefs.

Eligible Users

In addition to library programming, the rooms are available to Individuals, Profit, Non-Profit, Government or Educational organizations.

The following types of organizations and individuals are eligible and classified for the purpose of establishing room rental fees:

- 6) Individuals (No Organization): A civic, educational, or cultural group or individual that does not hold a 501(c)(3) status or other documentation and is not a for-profit sole-proprietorship, partnership, or corporation.
- 7) For Profit Groups: A sole-proprietorship, partnership, corporation or limited liability corporation.
- 8) Non-Profit Groups: An IRS recognized non-profit entity that can provide proof of 501(c)(3) status or other written documentation of non-profit status. Organizational bylaws or charters may be submitted as evidence of non-profit status pending an application to the IRS for 501(c)(3) status.
- 9) Governmental or Educational: A group sponsored by a city, county, state or federal agency. Emails associated with the primary contact must have a .gov, .edu or official email of the educational institution.
- 10) Friends of the Library or Library Foundation events are considered Library sponsored events and may be entered by Library staff.



Unacceptable Use

- 11) Violation of any library policy or of our Code of Conduct.
- 12) Library staff will not accept calls or relay messages to people attending meetings except in emergencies.
- 13) The Applicant must be in attendance for the duration of the scheduled meeting.
- 14) Personal events including, but not limited to, birthday parties, wedding receptions, baby showers, and reunions are not considered appropriate use of Library meeting rooms.
- 15) Religious-based study groups will be permitted providing other policy criteria is met. Monetary offerings cannot be collected in Library meeting rooms.
- 16) Political campaign events for one candidate or candidates of one political party. Any campaign event held at the Library must extend invitations to all the candidates qualifying for an election. The Library must be given proof that all candidates were extended an invitation for the event.
- 17) Paid tutoring sessions. Meeting rooms are not available for individual use.
- 18) The meeting room facilities may not be used for any commercial purposes, including but not limited to, the sale of goods or services, executing fee-for-service agreements or contracts to perform services elsewhere, accepting membership dues, selling raffle tickets, and collecting fees for tutoring.
- 19) The use of hazardous materials, including materials that give off fumes or are highly flammable, are prohibited. Open flames are prohibited in Library meeting rooms and on Library property.
- 20) Signs, decorations, or other objects may not be taped or attached to walls, doors, windows, or columns.
- 21) Outside organizations may not conduct fundraising events on Library property. Non-Profit fundraising organizations may reserve a meeting room for planning purposes only, provided the fundraiser itself will take place outside of the Library. Fundraising activities conducted by the Friends of the Library groups are allowed, including book sales and collecting membership dues.
- 22) Activities in the room must not disrupt regular Library operations including, but not limited to, soliciting or conducting surveys, making loud noises, blocking entries, fire lanes or walkways, etc.
- 23) Due to liability issues, permission to use the Library meeting rooms will be denied to any group whose primary purpose involves physical activity or exercise, including but not limited to, cheerleading, dance class and martial arts.
- 24) No equipment is to be removed from the meeting rooms and furniture from other areas may not be brought into the meeting room. Groups using the rooms are responsible for reimbursing the Library for any damage to library furniture or equipment.
- 25) Children must be supervised at all times. The Library is not responsible for children left unattended while their parent or guardian is in a meeting at the Library.
- 26) Groups using Library meeting rooms may not charge admission or request donations, gratuities, or any type of monetary fees or charges for admission or participation.



Policies

- 27) A current, signed application must be on file before reserving the meeting room. Payment in full is required at the time a reservation is made. No space is to be considered confirmed until this fee is paid. On the day or the scheduled meeting, Applicant must check in at the front desk and sign the checklist prior to gaining access to the meeting room.
- 28) In order to reschedule or transfer a reservation, cancellations must be made at least three (3) business days in advance of a scheduled meeting. If these conditions are not met, the fee will be forfeited and no rescheduling allowed.
- 29) Groups wishing to apply for a series of meetings may fill out one application form in advance of the first meeting accompanied by a schedule of future meeting dates and times. Fees for each meeting must be paid at the time the application is submitted. Reservations will not be made for more than one year in advance.
- 30) No group may reassign to another.
- 31) Meeting rooms are reserved only for use during the operating hours of the library location at which space is requested. Meetings must terminate fifteen (15) minutes before the time of library closing. No early access to meeting rooms will be permitted prior to library opening hours.
- 32) Rooms are assigned on a first come basis. The Library reserves the right to relocate a group within the library if circumstances warrant.
- 33) If any light refreshments are served in the meeting rooms spaces, a \$25 non-refundable surcharge is required at the time of reservation.
- 34) Alcoholic beverages may not be dispensed or consumed in any part of the library or on library property.
- 35) Library meeting rooms must be left in a clean and orderly condition. Users must pay the cost for repairs for any damages to facilities or equipment. The person signing the application form is considered the responsible party for any damages caused while their group is using the meeting room.
- 36) The Library is not responsible for items left in its facilities. Storage space is not available.
- 37) No smoking is permitted inside the library or on library grounds.
- 38) Meeting room tables, chairs, and podiums are available for use free of charge. Users are responsible for setting up the room according to their own needs. Reservations must allow time for the setup and cleanup of the room during the Library's regular hours and during their reservation time. Cleanup must be completed at least 15 minutes before the Library closes. Users will automatically be billed \$10 for every five minutes past closing.
- 39) All meetings must adhere to posted maximum occupancy.



Reservations

- 40) Reservations should be made online at: www.dhcls.org
- 41) Groups must not assume that library personnel have made or will make room bookings for any event.
- 42) The Library assumes no responsibility for personal injuries, thefts, damages, or losses of private property while using Library meeting rooms. Groups using the meeting rooms shall hold harmless, indemnify and defend the Library from any claims involving use of the meeting rooms, including, but not limited to, claims for personal injuries, thefts, damages, or loss of private property. Such groups assume liability for any such claims, including claims for damages to the Library property.

Deposits

DHCLS community rooms require the full payment at the time a reservation is made. No meeting may be confirmed until fee is paid to hold reservation date. The Library accepts cash, checks, and all major credit cards. An additional \$25 non-refundable fee will be required if serving food and/or drinks. If the facility is found to be in unsatisfactory condition, a damage fee (determined by the library) will be charged. Unsatisfactory conditions include, but are not limited to: stains; damaged walls or ceiling tiles; broken furniture and/or equipment.

Room Availability

The earliest booking available for any DHCLS meeting room is **60 days**. Meeting Rooms may be booked **2 months** in advance. Meeting Rooms are limited up to **4 reservations in 3 months**. Due to our annual Summer Reading Program, all DHCLS meeting rooms are closed to reservations from mid-May to August.

Cancellations

- 43) In the event that DHCLS must close due to unforeseen equipment failure or a weather-related emergency, all efforts will be made to notify organizations scheduled to use the rooms.
- 44) When a severe or inclement weather warning is issued, the library staff will follow set procedures. All persons in the building must comply with procedures.
- 45) No refunds will be given. In the event of an emergency library closure, the group will be given an opportunity to reschedule its meeting or a credit will be applied to its next event's fees.
- 46) Should there be a scheduling conflict, library sponsored events will have priority. The Library will attempt to inform any group using the meeting room as early as possible.

Patron Cancellations

In order to cancel, reschedule or transfer a fee-based reservation, users must inform the Library (3) days in advance of the scheduled meeting. Users are able to cancel their reservations online.



Library's Right to Deny or Cancel Use

The Library reserves the right to deny or cancel use of a meeting room to qualified groups or individuals for the following reasons:

- 47) Library sponsored programs and events take precedence over meeting room use by outside organizations. If cancellation of a scheduled program is necessary, notice will be given as soon as reasonably possible.
- 48) The group has perpetrated previous damage, violated a rule or has misrepresented the purpose of the organization or meeting held at the Library.
- 49) An applicant reserved the space but was not present at the time of the event.
- 50) Fees were not paid after approval of the event.
- 51) A/V equipment was damaged during a previous program or event.

Audio/Visual Equipment Use

The use of a ceiling mounted projector, automated screen, and microphone is included in the rental fee. It is the responsibility of the user to schedule time needed to test the A/V equipment, prior to the scheduled meeting. Technical assistance for A/V equipment will not be available during a scheduled meeting. The user is responsible for all A/V equipment during the meeting. Set up and take down of the A/V equipment must take place within the time allotted for the meeting.

Internet Access

Wireless Internet access is available in the meeting rooms. Library staff cannot provide unfiltered access to the Internet within a Library meeting room, whether on Library computers or those of Library customers. The Library is not responsible for any failures in the Wi-Fi connection during scheduled meetings. Wireless Internet use inside Library meeting rooms is subject to the Library's Internet Use Policy.

Hours Available

The meeting rooms are available during the Library's regular operating hours only.

Event Promotion

- 52) The Library will not advertise meeting room bookings with the exception of Library-sponsored events. Flyers for events may only be posted on the community bulletin board in library buildings.
- 53) The name or address of the library is not to be used in handouts or advertising of any kind except as a source of location. When used as a source of location all advertisements from outside organizations must include the Library's proper name and location of Dothan Houston County Library System and the Main Library or Westgate Branch. No variations of the name is allowed.
- 54) No group may use the library as a mailing address or phone number as a contact for program information, nor may they state or imply that the library sponsors or endorses their meeting. The library may not be listed as a sponsor of an event without prior approval from the Programming Specialist.



Room Availability and Rates

Library	Room	Capacity	Rate	Included	Note
Main Library	Board Room	15	Governmental or Educational Event: <i>Free</i> Private RSVP: <i>\$15</i>	<ul style="list-style-type: none"> ▪ Projector & Screen ▪ Table ▪ Chairs 	Up to 2 hours, each additional hour = \$15; AV equipment included, no set-up, alcohol, or after hours, \$25 cleaning fee if serving food/drinks
	Community Room	100	Governmental or Educational Event: <i>Free</i> Private RSVP: <i>\$50</i>	<ul style="list-style-type: none"> ▪ Projector & Screen ▪ Table ▪ Chairs 	Up to 2 hours, each additional hour = \$25; AV equipment included, no set-up, alcohol, or after hours, \$25 cleaning fee if serving food/drinks
Westgate Branch	Community Room	50	Governmental or Educational Event: <i>Free</i> Private RSVP: <i>\$50</i>	<ul style="list-style-type: none"> ▪ Table ▪ Chairs 	up to 2 hours, each additional hour = \$25; AV equipment included, no set-up, alcohol, or after hours, \$25 cleaning fee if serving food/drinks



Library Meeting Room Application

Date of application: _____ Governmental or Educational (FREE) YES No

Facility requested:

- Main Library Board Room (capacity 15) - \$15 Westgate Community Room (capacity 50) - \$50
- Main Library Community Room (capacity 100) - \$50

Meeting Day(s), Date(s) and Hours: Set arrival and finish times that allow for room set-up and cleanup.

Day(s):

Date(s): MM/DD/YYYY

Hours:

Arrival Time: _____ Event Starts: _____ Event Finishes: _____

Information about organization:

Name of Organization _____ Website _____

Address _____ City _____ State _____ Zip _____

What is the mission or purpose of organization? _____

Is the organization non-profit? YES No If yes, provide Tax Exempt # _____

Information about meeting:

What is the purpose of meeting? _____

What activities will take place at meeting? _____

How many people do you anticipate attending? _____

What furnishings/equipment will you use? _____ Will

you serve refreshments? YES No If yes, please describe them _____

How will you promote/advertise meeting? _____ Person

completing application: (Responsible party) _____ Name

Phone(s) _____ E-mail _____

Address _____ City _____ State _____ Zip _____

By signing below, I am agreeing that I have read the Meeting Room Policy for the Dothan Houston County Library System and will ensure that my organization complies with them. I understand that confirmation and acceptance of this application is subject to review by the Library Director.

Applicant's Printed Name: _____ Date: _____

Applicant's Signature: _____