



Application for Public Use of Meeting Rooms

Date Application Submitted: _____

APPLICANT INFORMATION

Name of Group/Organization: _____

Web site address: _____ E-mail: _____

Please check one: Government agency Non-profit group/organization Other

Name of Person Applying for Group/Organization: _____

Library card number (Must be a Library cardholder): _____

Address of Above Applicant: _____

City: _____ State: _____ Zip code: _____

Home phone: _____ Cell phone: _____ E-mail: _____

EVENT INFORMATION

Meeting/Event title: _____

Date of meeting/event: _____

Time room reserved: From: _____ AM/PM To: _____ AM/PM
(Allow 30 minutes before and after the event to set up and clean up room.)

Will food or drink be served? Food Drink Both

Will you require use of the ceiling-mounted projector? Yes No

Will you require use of the television screen (if applicable)? Yes No

Number of people expected to attend meeting: _____

The applicant agrees to leave the library facilities clean and in the original condition at the end of the activity and may be asked to pay the cost for repair of any damages to the facilities. The Palm Beach County Library System will not be responsible for any materials or equipment left in the building.

I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE REGULATIONS SET FORTH BY PPM CLO-300. FAILURE TO COMPLY WILL RESULT IN CANCELLATION OF THE RESERVATION AND/OR RESTRICTION OF FUTURE USE. I UNDERSTAND THAT COMMERCIAL SALES AND PROMOTIONS OF BUSINESS ARE NOT ALLOWED.

Signature of Library cardholder: _____

Date: _____

For Library Use Only

Room requested: Meeting Room Conference Room

Approved: Yes No Reason/Comments: _____

Signature of Branch Manager or his/her designee: _____ Date: _____

PALM BEACH COUNTY LIBRARY

TO: ALL LIBRARY STAFF
FROM: DOUGLAS CRANE
LIBRARY DIRECTOR
PREPARED BY: System Services Director
SUBJECT: Public Use of Meeting Rooms
PPM #: CLO - 300

ISSUE DATE	EFFECTIVE DATE
April 26, 2019	July 1, 2019

PURPOSE: To establish guidelines for the use of meeting rooms in Library facilities by the public.

AUTHORITY: Library Bill of Rights; Countywide PPM #CW-O-024; Florida Statutes, Chapters 876 and 877.

POLICY: The Palm Beach County Library System has meeting rooms primarily for Library use. When time and space permit, these rooms may be made available to government agencies and to the public, defined as non-commercial groups who are recognized as operating for public benefit and interest.

Use of the meeting rooms by the public is subject to the following regulations:

1. Library services and sponsored functions will have priority in the use of these facilities. Special consideration will be given to requests from government entities, Friends of the Palm Beach County Library System and the Genealogical Society of Palm Beach County as long as they occupy/rent space at the Main Library.
2. Limited resources, including parking, staff, and space may limit or prohibit use of the meeting rooms. Public safety will be taken into consideration.
3. Meetings/events held in the rooms must be open to the public, and no attendance or entry fee may be charged. Meetings/events for the exclusive purpose of fundraising are prohibited, except for Friends of the Library-sponsored events. However, non-commercial groups will not be prohibited from collecting ordinary annual dues or selling miscellaneous items such as the organization's calendars, date books, etc., provided that such activity is incidental to the purpose of the meeting/event. Commercial sales and promotion of business are prohibited. Activities likely to disrupt library functions are prohibited.
4. Attendance must not exceed the limit established for each meeting room by the Library and the Fire Marshall.
5. Meeting rooms are available during the hours the Library is open to the public, and rooms must be vacated 15 minutes prior to the Library closing time.
6. Food and beverages may be served in the meeting room. Heating devices such as sternos, portable stovetops, etc. are prohibited. Meeting spaces may not be used to cook, prepare, or warm food. Automated drip coffee makers are allowed.

In order to maintain a clean environment for public use, clean-up, including disposal of food, beverage, and their containers at an offsite location, is the responsibility of the meeting room applicant. Failure to properly clean will result in the loss of meeting room privileges for the individual and the organization s/he represents. All cleaning supplies, including trash bags, are the responsibility of the meeting room applicant.

7. Use of the meeting rooms is by reservation only. Reservations will be accepted on a first-come/first-served basis and will not be accepted on an automatically recurring basis. The Application for Public Use of Meeting Rooms must be completed and signed in order for reservation to be honored. Until a completed and signed application is received, reservations may be lost if a completed and signed application is received from another applicant for the same date/time.

Reservations must be made at least one week in advance. However, an unscheduled room may be reserved without advanced notice at the discretion of the Branch Manager or his/her designee, as long as the use conforms to these guidelines and the Application is completed prior to use of the room.

Reservations will be accepted up to 60 days ahead of planned use of the meeting room (e.g., On March 5, rooms may be reserved through May 4). Groups are permitted to reserve a meeting room once each calendar month per location in addition to same-day requests.

Should it become necessary for the Library to cancel any reservation, every effort will be made to contact the affected group.

8. Conference rooms are available for booking under these guidelines. Also, conference rooms may be used as group study rooms. Meeting rooms are not available as study rooms.

9. Groups are responsible for setting up chairs and tables, as staff is not available for this purpose. Reservations for meeting rooms must include time for the group to set up and take down the tables and chairs (e.g., 30 minutes before and after). All items must be returned to their original placements.

10. Use of the library meeting rooms is free. Facilities must be left clean and in the original condition. Applicants may pay the cost for repair of any damages to the facilities. The Library will not be responsible for materials or personal equipment left in the building by users.

11. Each group is responsible for its own publicity. All publicity, announcements, press releases, flyers, or other promotional material must state, "This event is not sponsored/endorsed by the Palm Beach County Library System." The sponsoring group must use its own telephone number for publicity. Such announcements, press releases, flyers or other promotions should clearly state the sponsoring group's name and refer to the Library only as the location of the meeting/event. Groups may not use the Library's name or address as their own address or headquarters location, or store their property at the Library between meetings. The Library telephone number may not be placed on the publicity, as the Library is not a source of information concerning the event.

12. The applicant or representative of the group reserving the meeting room space must have an active library card (not expired), sign the Application for Public Use of Meeting Rooms, and must be present for the duration of the meeting room use. The applicant or representative of the group assumes responsibility for any damage done to library facilities or equipment. The signed release must be on file with the Library prior to the scheduled meeting/event.

13. The Library will not provide any computer equipment for the applicant's use. Use of ceiling-mounted projectors and/or television monitors (when available) and remote(s) may be used under the following conditions: 1) the projector and/or television is already in the meeting room (equipment will not be moved from another room or location); 2) an active library card or Driver's License is to be kept with Library staff until remote(s) are returned and equipment is found to be in the condition it was left to the

user; and 3) settings to the projector and/or television are not changed. Equipment that applicants need to bring, if needed: VGA or HDMI cord, speaker(s), microphones.

Each meeting room has power connections and Wi-Fi access. The Library will not provide any technical assistance and is not responsible for damage or loss of personal equipment.

14. The Library welcomes the opportunity to make accommodations for people with disabilities. Contact staff at the Library facility where the meeting/event is to be held.

15. The Library Director or his/her designee has final authority on all matters pertaining to meeting room usage.

16. Failure to comply with these regulations will result in denial of future use of a Library meeting room, financial liability for damages, and/or immediate removal from the room.

PROCEDURE: When a member requests to use the meeting room, staff will:

1. Ask the member to fill out Application for Public Use of Meeting Rooms
2. Check availability of the room and tentatively schedule the date requested
3. Submit the application and attachments to the Branch Manager or his/her designee for approval.
4. Notify the applicant and finalize the room reservation.

CONTACT POSITION: Branch Manager or his/her designee.

APPROVED BY:



Douglas Crane, Library Director

Supersession History:

PPM #CLO-300

Issued: June 30, 1988
Revised: June 1, 1991
July 29, 1992
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