



## Application for Public Use of Meeting Rooms

Before filling out application, please read the regulations on the reverse side.

### APPLICANT INFORMATION

Date of application: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_

Web site address: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Name of Person Applying for Group/Organization: \_\_\_\_\_  
(Must be a Library District resident)

Address of Above Library District Resident: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### EVENT INFORMATION

Meeting/Event title: \_\_\_\_\_

Date of meeting/event: \_\_\_\_\_

Time of meeting/event: Start: \_\_\_\_\_ AM/PM End: \_\_\_\_\_ AM/PM

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

Type of meeting/event:  Speaker  Audio/visual presentation  Organizational  Hearing  Other

Number of people expected to attend meeting: \_\_\_\_\_

Purpose of this meeting/event: \_\_\_\_\_

**Please attach to this application any notices, press releases, posters, flyers, or other materials promoting or announcing the event, for approval by Library Administration prior to publication.**

The applicant agrees to leave the library facilities clean and in the original condition at the end of the activity and to pay the cost for replacement or 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 ON THE REVERSE SIDE OF THIS APPLICATION. FAILURE TO COMPLY WILL RESULT IN CANCELLATION OF THE PROGRAM AND/OR RESTRICTION OF FUTURE USE. I UNDERSTAND THAT COMMERCIAL SALES AND PROMOTIONS OF BUSINESS ARE NOT ALLOWED.

Signature of Library District Resident: \_\_\_\_\_

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 System MEETING ROOMS POLICY

Palm Beach County Library System has meeting room facilities for use by government agencies and non-commercial groups when not in use for library functions. The locations are as follows:

	Meeting Room	Conference Room 1	Conference Room 2
Main Library	90		
Acreage Branch			
Belle Glade Branch	25		
Clarence E. Anthony	25		
Gardens Branch	90	16	10
Greenacres Branch	25 (Before 5 p.m) 50 (After 5 p.m.)		
Glades Rd. Branch	80	10	
Hagen Ranch Rd.	250	30	
Jupiter Branch	80		
Lantana Rd. Branch	100	8	
Loula V. York Branch	20		
Okeechobee Blvd.	50	12	
Royal Palm Beach	75		
Tequesta Branch	15		
Wellington Branch	80	28	
West Boynton Branch	80	12	
West Boca Branch	80	8	

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

- Library services and sponsored functions will have priority in the use of these facilities. Special consideration will be given to requests from the Friends of the Palm Beach County Library System and the Palm Beach County Genealogy Society.
- Limited resources, including parking, staff and space may limit or prohibit use of the meeting rooms. Public safety will be taken into consideration.
- Meetings/events held in the rooms/spaces must be open to the public, and no attendance or entry fee may be charged. Meetings/events for the exclusive purpose of fund raising are prohibited, except for events sponsored by the Friends of the Palm Beach County Library System. However, non-commercial groups will not be prohibited from collecting ordinary annual dues or selling such miscellaneous items 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.
- Attendance must not exceed the capacity established for each meeting room by the Library and the Fire Marshall. See chart above.
- Meeting rooms are available during the hours the Library is open to the public, and rooms must be vacated prior to the Library closing time.
- Food and smoking are prohibited. Drinks in covered containers are permitted. (See PPM CLO-101).
- Use of the meeting rooms is by reservation only. Reservations must be made either in person or by telephone with the appropriate library staff person, during open hours at the Library where the meeting/event is to be held. 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 filled out.

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 proper forms are completed prior to use of the room.

Reservations may be made for up to two months following the current month (e.g., if the current month is August, rooms may be reserved for September and October.) In order to accommodate the greatest number of groups in each community, no group will be permitted to use a meeting room more than once each calendar month.

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

- Conference rooms are available for booking under these guidelines. Also, conference rooms may be used as group study rooms (See PPM CLO-302). Meeting rooms are not available as study rooms.
- 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.
- Use of the library meeting rooms is free. Facilities must be left clean and in the original condition. Users will pay the cost for replacement or repair of any damages to the facilities. The Library will not be responsible for materials or personal equipment left in the building by users.
- Each group is responsible for its own publicity. A copy of any publicity material must be attached to the Application prior to publication. Use of the library meeting rooms does not imply Library endorsement, and no announcement, press release, flyer or other promotion should state or imply Library endorsement or sponsorship of the event or the organization. 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. The sponsoring group must use its own telephone number for publicity. Any publicity must include the statement: "This program is not sponsored/endorsed by the Palm Beach County Library System."
- The applicant or representative of the group reserving the meeting room space must be a resident of the Library District and sign the Application. 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.
- The Library will not provide any video equipment for applicant's use. However, each meeting room has power connections and Wi-Fi access the applicant may use for his/her own equipment. The Library will not provide any technical assistance with personal equipment and is not responsible for damage or loss of personal equipment.
- The Library welcomes the opportunity to make accommodations for people with disabilities. Contact should be made with staff at the Library facility where the meeting/event is to be held.
- The Library Director or his/her designee has final authority on all matters pertaining to meeting room usage.
- 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.