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Meeting Room Policy

The Dover Public Library meeting rooms are available for use by non-profit organizations devoted to educational, civic, welfare, or cultural activities and to governmental agencies. Meeting rooms are not available for use by organizations affiliated with profit-making or partisan political sponsorship; the benefit of private individuals; sectarian religious services or instruction; private parties, celebrations, or private clubs. Admission may not be charged to any event held in the Library's meeting rooms.

- Meeting rooms are primarily used for Library-related activities and other events co-sponsored by the Library.
- When not in use by the Library, the meeting rooms may be reserved by non-profit organizations and/or governmental agencies.
- Fees charged for the meeting rooms are:
 - ⇒ Conference Room (seats 10): \$15
 - ⇒ Large Meeting Room (seats 100): \$100
 - ⇒ Smaller Meeting Rooms (Room B: seats 25 or Room A: 50): \$50 each
- The fee is to be paid within seven (7) days of the reservation confirmation. Fees are non-refundable.
- Groups using the meeting rooms must adhere to all Library policies as well as the following additional policies and procedures relating to the use of the room. The final decision on appropriate use of the room is at the discretion of the Library Director. The Meeting Room Application form must be completed, read and acknowledged by the signature of the person representing the organization prior to use of the room.
- Meeting rooms are only available for use Mondays through Fridays 9:00 AM until 7:45 PM, Saturdays 10:00 AM until 4:45 PM, and Sundays 1:00 PM until 4:45 PM. Rooms must be completely vacated by all members of the group 15 minutes before the Library closes.
- Meeting rooms may be reserved for one-time programs only rather than for ongoing, regularly scheduled meetings.
- Meeting rooms must be reserved at least seventy-two (72) hours, but no more than three (3) months, in advance of the proposed meeting.
- Cancellations or changes in arrangements must be made at least 24 hours in advance of the beginning of the scheduled meeting. Fees are not refundable.
- The Library has folding tables and stacking chairs which may be used in the rooms. The organization reserving the room is responsible for setting up the room and returning all equipment, tables, and chairs to their original location.
- Rooms must be left in the same condition as found and vacated 15 minutes before the Library closes.
- Food and beverages may be served in the large meeting rooms (not the Conference Room); but these must remain in the meeting rooms at all times.
- Alcoholic beverages and smoking are prohibited in the Library and on its grounds.
- Groups are restricted from placing signs, flyers, or other materials in any part of the Library.
- Noise levels in the meeting rooms must be kept to a minimum so that Library customers and staff are not disturbed.
- Application for use by minors must be made by an adult aged eighteen (18) or over who assumes responsibility for adherence to Library rules. The adult must be present during the entire meeting.
- Library staff members may not be available to assist with the use of meeting room equipment.
- Neither Dover Public Library personnel nor the City of Dover is responsible for damage, loss, or disappearance of property or for injury to persons in connection with the use of the premises or equipment.
- The organization's representative is responsible for reading and imparting the rules and policies for use of meeting rooms to other group members. Should the rules not be adhered to or are abused in any way, the organization will be denied future use of Library meeting rooms.



**DOVER PUBLIC LIBRARY
MEETING ROOM APPLICATION**

DATE OF MEETING: _____

TIME: FROM _____ TO _____

(NOTE: Groups cannot access the room until the Library is open and the room must be in order and completely vacant 15 minutes before the Library closes.)

NUMBER of PARTICIPANTS EXPECTED: _____

TODAY'S DATE _____

NAME of GROUP: _____

PURPOSE of MEETING: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

ADDITIONAL TELEPHONE NUMBER (if applicable): _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

NAME of GROUP'S REPRESENTATIVE: _____

TITLE of GROUP'S REPRESENTATIVE: _____

The undersigned has read *Dover Public Library's Meeting Room Policy* (on the reverse side of this form) and understand all provisions of it. I/we agree to adhere to all Meeting Room policies and procedures and will also follow all other Library policies. I/we declare that the organization listed above is a non-profit, non-partisan, or a governmental agency and not affiliated with any political group . I/we understand that our organization/agency will be held financially and legally responsible for any rules that are not followed and for any damages to the Dover Public Library or equipment owned by the Dover Public Library. State entities are exempt from this liability clause.

SIGNATURE: _____

PLEASE CHARGE CREDIT CARD # _____

EXPIRATION DATE _____

FOR LIBRARY USE ONLY:

FEE PAID _____ DATE _____ STAFF INITIALS _____