



# Meeting Room Policy

Dover Public Library meeting rooms are for non-profit educational, civic, welfare, or cultural organizations and government agencies only. 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.
- 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 during the Library's normal operating hours. Rooms must be completely vacated and left in the same condition as found by all members of the group 15 minutes before the Library closes.
- Meeting rooms may only be reserved for one-time programs not 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.
- The library provides folding tables and chairs for the meeting rooms. The group reserving the room must set it up and return all equipment to its original place.
- 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.
- Groups may not place 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 patrons 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 may not be available to assist with the 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.



# Meeting Room Application

Date of Meeting: \_\_\_\_\_ Time: Begins \_\_\_\_\_ Ends \_\_\_\_\_

(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(s): \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name and Title of Group's Representative: \_\_\_\_\_

The undersigned has read Dover Public Library's Meeting Room Policy and understands 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: \_\_\_\_\_

## For Library Use Only

Fee Paid:

Date:

Staff Initials:

Please Charge Credit Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

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