



## Community Room Policy

Library sponsored programs and meetings take precedence over all other scheduled meeting room events. Requests to use the room are subject to approval by the Library Director.

Non-profit organizations and groups of three (3) or more individuals may use the room free of charge when space is available. The meeting must be free, open to the general public, and be of a civic, cultural, or educational nature. Governmental entities may also use the community room.

Businesses, groups or individuals who need space for a private meeting may use the room by paying a non-refundable rental fee, at least seven days in advance. Such meetings may include: business meetings, paid tutoring sessions, private counseling sessions or interviews, and by non-profit groups requiring private meeting space. The rental fee is \$25 per session of two (2) hours or less each and is payable at the Public Services desk. Fees will not be pro-rated.

### General Information

- Attendance at the meeting may not exceed the maximum number of **forty-nine (49)** people.
- Those using the room may not discriminate on the basis of race, sex, creed, color, national origin, culture or ethnicity, religion, age, sexual orientation, political affiliation, or physical limitations in the provision of services.
- All meetings (except for those in which a rental fee has been paid) must be free and open to members of the general public. In either case, admission charges or fees, donation requests, or sales or promotion of services or products, are not allowed.
- Fund-raising activities are prohibited except those for which the Library is the beneficiary.
- The room may not be used for social functions or activities such as private parties, weddings, reunions, memorial services, recitals, or political meetings (unless all candidates are invited). It cannot be used as personal office space.
- A professional practitioner may use the room to provide an educational program related to their field of expertise. The program must be free of charge and open to the general public. During such a program, no attempt may be made to sell, at the time of the program or in the future, a specific product or service. Therefore, the individual or entity offering the program may not hand out brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the audience, either as part of a pre-registration process or during the program itself.
- The person applying for use of the community room must be eighteen (18) years of age or older. Those under 18 must have an adult sponsor in attendance at all times.
- Library staff are not available to assist any group, rearrange the seating, or carry supplies to and from the room. The Library does not provide storage space for a group's property, nor does it accept responsibility for materials that are lost, stolen or damaged.
- Library staff will not accept calls or relay messages to people attending meetings except for a medical emergency.
- The Library may not be listed as a sponsor of the meeting/event. The library's name and address may be used solely for the purpose of defining the location of the meeting/event. The library's telephone number may not be used as a contact number.

- The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies or beliefs by the Library, Library Staff, or Board of Trustees.
- Contact information (name, phone number, etc.) used to reserve the room may be given to individuals inquiring about the organization.
- Should the Library close due to an emergency or inclement weather, all meetings are cancelled.
- The Library Rules of Conduct are posted and must be observed by all attendees. Library staff may enter or observe meetings at any time to ensure compliance with meeting room policies and procedures.

### Reservations

- The room may be used only during library operating hours. Early access to the room for set up or deliveries is not permitted. The room must be vacated at least ten (10) minutes before closing.
- Complete the **Community Room Application** to reserve the meeting room. The form is available at the Library, the library website: [www.myDPL.org](http://www.myDPL.org), or by calling 256.353.2993.
- Forms may be submitted in person or by email to: [psipes@myDPL.org](mailto:psipes@myDPL.org) or mail to: P.O. Box 1766, Decatur, AL 35602.
- The room must be reserved for specific dates and times. Time periods should include enough time for setup and cleanup.
- Reservations by one group or organization shall not exceed one meeting per week without special permission from the Library Director.
- Reservations for the current year are accepted anytime. Reservations for the next calendar year will be accepted after November 1. Applications must be updated annually.
- **The person signing the application form is considered the responsible party for any damages caused while the group is using the room.**
- Groups are responsible for notifying the Library of a meeting cancellation.

### Room Setup and Cleanup

- Tables, chairs, and podium are available. Each group is responsible for setting up, rearranging, and taking down tables and chairs as needed. Audiovisual equipment is solely for library use. Furniture may not be removed or additional furniture brought in without library approval.
- Food and drinks are not permitted. Materials which may cause damage to the room are not permitted, such as, but not limited to: glue (or glue-based products), paint, clay, dyes of any kind, confetti, glitter, etc.
- The room must be left in a clean and orderly condition. Tables and chairs must be clean and trash placed in proper receptacles. Users must pay the cost for repairs for any damages to facilities or equipment or for special cleaning services if necessary.

Interpretations of and exceptions to this policy may be made in the best interest of the Library at the discretion of the Library Director on behalf of the Board of Trustees. These policies do not necessarily apply to events hosted or co-sponsored by the Decatur Public Library. Failure to comply with Community Room policies may result in the loss of meeting room privileges. Any group denied use of the meeting room may appeal in writing to the Board of Trustees, which will decide the matter at their next regularly scheduled meeting. The Library Board of Trustees remains the final authority regarding the use of library facilities.



**COMMUNITY ROOM APPLICATION**

Date of Application \_\_\_\_\_

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

Address of Organization \_\_\_\_\_

Group Leader/Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Purpose or Function of Meeting \_\_\_\_\_

Name of Person Filing Application \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Is meeting open to the general public?  Yes  No\*

\*Private Meeting or Use by a For-Profit Organization: \$25/per 2-hour (or less) block of time.

**ONE-TIME USE** - please fill in below:

Date Needed: \_\_\_\_\_

Time Needed: \_\_\_\_\_ until \_\_\_\_\_ Probable Attendance: \_\_\_\_\_

**MULTIPLE OR RECURRING USE** - (weekly, monthly) - please fill in below:

*(Must be updated at the beginning of each calendar year)*

Dates or Days Needed: \_\_\_\_\_

*(Example: 1<sup>st</sup> Monday night each month)*

Time Needed: \_\_\_\_\_ until \_\_\_\_\_ Probable Attendance: \_\_\_\_\_

*I have been provided a copy of the rules governing the use of the community room and I agree that my organization will comply with them. I agree that I will be responsible for any damage to the room and its furnishings. If a meeting is cancelled, I agree to notify the library.*

\_\_\_\_\_  
Signature of Applicant (required)

\_\_\_\_\_  
Date

|                               |  |                         |                       |
|-------------------------------|--|-------------------------|-----------------------|
| <b>LIBRARY STAFF USE ONLY</b> |  |                         |                       |
| Date Received: _____          | Approved: <input type="checkbox"/> yes <input type="checkbox"/> no | Reason for Denial _____ |                       |
| Fees Paid? _____              | Amount Received \$ _____   | Check# _____            | Staff Signature _____ |