

All Dallas Public Library locations have meeting room facilities. Priority for booking such areas is granted solely by the Library for providing programs that are free and open to the public. The Dallas Public Library does, however, make available some meeting rooms and spaces in the Central Library and branches to approved groups and individuals when the requested day/time does not conflict with the Library's ability to provide programs and services of its own.

Inquiries should be directed to the Manager or designee of a branch library for the use of its facilities, or to the Meeting Room Coordinator, 2nd Floor Administration office (214-670-7806) for the use of facilities in the Central Library. The Meeting Room Coordinator or designee will notify the prospective user if the application is accepted or denied.

REVIEW/APPROVAL GUIDELINES FOR USE OF MEETING ROOMS

The Library will review documentation to determine if a group may use a room. The Library's decision is based on the reason for use and the group's ability to meet the proper requirements

Note: The Library reserves the right to determine whether a proposed use of facilities is appropriate and to withhold permission for such use. The Library also reserves the right to determine the charges and conditions for community use of meeting rooms and spaces.

1. Applications from first-time users must be submitted at least 30 days in advance of the meeting date. Applications must be submitted through the online Library Market reservation system, mailed via a postal service, faxed, emailed or delivered in person to the desired library location.
2. Requests from previously approved groups or individuals must be made a minimum of 14 days in advance and all paperwork due within one week of the meeting date.
3. Applications will be considered for occasional use only. Library meeting rooms are in high demand for library events/programming, their primary purpose. Non-library affiliated/sponsored groups/organizations will not be allowed to use the Library's meeting rooms for long-term or on-going use.
4. Applications will be considered for use only during normal operating hours. Meetings cannot be scheduled at Central or Branch Library locations before 10:00am. City Departments requesting meeting space at the Central Library before 10:00am will be restricted to 1st floor meeting spaces only.

5. Any group that has been approved to use a room and is charged for said use of the room will be required to pay the rental fee at least 48 hours prior to the event. Failure to do this will result in the cancellation of the reservation without further notification.
6. The use of any Library facility is subject to the authority of a Library or other City staff member who is present and whose directions must be followed. Only a Library staff member may have the keys to the facility.
7. The Library reserves the right to have a staff member present at any event.
8. Permission from a Library staff member is required before rearranging any furniture, except tables and chairs. Items on display may not be disturbed.
9. Food or drink may be served during events/meetings provided that users do so responsibly and ensure all trash and disposables are discarded at the end of the event/meeting. Beer and wine may be served provided the server is licensed and provides proof of TABC certification. Written permission granted by the Director of Libraries may also be required.
10. Any nonprofit group must have requested and received prior written permission from the Library to levy a charge or solicit funds.
11. Rooms will not be available for the sale of goods or merchandise other than that which is not obtainable to members elsewhere or materials necessary to conduct the (i.e., supplies for workshops, etc.). Selling goods should be incidental to the purpose of the meeting.
12. Rooms will not be available for use by groups or individuals that have demonstrated unreliability in meeting Library requirements and/or failing to appear at scheduled meetings.
13. In the event publicity concerning the meeting is circulated which lists the Library address, this disclaimer must be included: **"This event is not sponsored by the Dallas Public Library."**
14. Users shall conform to all laws, ordinances, regulations, and Library rules. Groups/individuals failing to do so may be subject to removal from the Library's premises.

15. The user shall be responsible for any and all loss, accident, neglect, injury, or damage to person, life, or property, which may be the result of, or may be caused by, the user's occupancy of the facility or premises.
16. The user is liable for the care and protection of Library property and facilities, and shall be charged for any damages sustained to the premises, furniture, or equipment during use. *User must obtain permission before mounting signage of any sort to Library property, such as walls, glass, or doors.*
 - a. Signs, decorations, and display materials must be flameproof and must be erected and removed in a manner not destructive to property.
 - b. Materials or arrangements, which constitute a hazard, are prohibited.
 - b. The facility must be left in the same condition as before the event. Users will be charged a cleanup fee for rooms left in unacceptable condition.
17. Library garage parking space is limited; therefore there is NO free parking. Parking tickets may be validated only for Library sponsored events. Parking is available at surrounding parking lots for various rates and the Central Library for a maximum fee of \$5 per day. City staff is strongly encouraged to park at City Hall.
18. Should a problem arise while using any of the Library's facilities, contact the Manager on duty or a library staff person.
19. Youth or children's groups must be supervised at all times by responsible adults provided by the sponsors of the activity.
20. A user who fails to abide by these guidelines may be prohibited from future use of any library facility.