



Policy: Meeting Room Policy

To promote civic interaction and cooperative efforts, the Dallas Public Library (DPL) welcomes the use of its meeting rooms by the public.

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 when the requested day/time does not conflict with the Library's ability to provide programs and services of its own.

Study room guidelines are available on the Library's website: www.dallaslibrary.org.

Inquiries should be made to the Manager or designee of a branch library for the use of its facilities, or to the Event Services Team, 2nd Floor Administration office (214-670-7809 or email libcenmeeting@dallascityhall.com) for the use of facilities in the Central Library. The Event Services Team will notify the prospective user if the application is accepted or denied.

1. In addition to Library-sponsored activities, the meeting rooms are available at no charge to the Library's support organizations: Friends of the Dallas Public Library, branch friends' groups and the Municipal Library Board. Furthermore, currently serving City Council members, City of Dallas departments, and neighborhood associations/crime watches registered with the City of Dallas may use the rooms free of charge.
2. Organizations that contribute financial support to the Library through special programs managed by the Library's support organizations will be allowed free use of the meeting rooms, based on the terms of the agreement.
3. The Library reserves the right to have a staff member present at each scheduled meeting or event.
4. A rental agreement, though confirmed, may be canceled by the Library in the event of a conflict with a request from local, state, or federal election officials for use of the room as a balloting location, or in the case of building maintenance, inclement weather or natural disaster. A full refund will be provided. Furthermore, the Library reserves the right to cancel reservations for cause at the discretion of the Library Director.
5. Use of the Library's meeting rooms for non-Library sponsored programs does not constitute endorsement on the part of the Library or the City of Dallas.
6. Any materials promoting an event or meeting held in a library meeting room (for example, flyers or poster) may list the Library as the location but may not imply Library sponsorship. In the event or meeting publicity which lists the Library name and/or address, this disclaimer must be included: **"This event is not sponsored by the Dallas Public Library."** in a minimum of 10pt font. No organization may use the Library' logo for any purpose, without the prior written consent of the Library Director or their designee. All publicity must be reviewed and approved by the Library's Community Relations team prior to release.
7. Reservations for meeting rooms will be made on a first-come, first-served basis. All applicants must adhere to the following:



- a. Applications must be submitted at least 21 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.
 - b. All paperwork including insurance documentation is due at least 14 days prior to the meeting date. Reservations will be automatically cancelled if this deadline is not met.
 - c. Payments are due at least 7 days prior to meeting date. Reservations will be automatically cancelled if payment deadline is not met.
 - d. Library meeting rooms are in high demand for library events/programming, their primary purpose. To provide an opportunity for all groups to use the meeting rooms, a group or individual may reserve one meeting room up to 3 times in a rolling 90-day period. Any exceptions must be approved by the Library Director or their designee.
 - e. A clear purpose and reason for booking the room must be provided. Failure to provide this or to fully disclose the nature of the request may result in cancellation of the event.
8. The Library at its discretion may require the group to hire security or implement additional security measures at the renter's cost based on the nature of the booking.
 9. The Library can furnish a limited number of tables and chairs for the meeting or event. However, the Library cannot provide staff to set up or arrange the furniture. Setting up the room is the sole responsibility of the renter.
 10. Applications will be considered for use only during normal operating hours. Meetings cannot be scheduled at Central or branches before opening without approval from the Meeting Room Manager
 - a. For branches with black box theaters, after hours bookings are permitted. Organization utilizing the space must pay for a security guard during the hours the building is occupied. After hours availability is not guaranteed.
 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 event (i.e., supplies for workshops, etc.). Selling goods should be incidental to the purpose of the meeting.
 12. The user shall be responsible for any and all loss, accident, neglect, injury, or damage to a person, life, or property, which may be the result of, or may be caused by, the user's occupancy of the facility or premises.
 13. 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, or 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.
 - c. 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.



14. Library parking garage space is limited. Groups may be limited to a specific number of spaces. On street parking is available around the library and library can provide contacts to rent a parking lot if needed.
15. All users must adhere to the [Library's Code of Conduct](#). Youth or children's groups must always be supervised by responsible adults provided by the sponsors of the activity per the [Library's Child and Youth Safety Policy](#).
16. A user who fails to abide by these guidelines may be prohibited from future use of any Library facility for one year. Meeting room suspensions must be approved by the Library Director or their designee.