

## DUNEDIN PUBLIC LIBRARY POLICIES FOR USE OF THE COMMUNITY MEETING ROOM

The Library Community Meeting Room is approximately 3,000 square feet. The Community Meeting Room is available for public meetings as defined below when not in use for Library sponsored programs. Restrooms, water fountain and public telephone are easily accessible off the Lobby entrance-way. The Library is located at 223 Douglas Avenue, Dunedin. An application form may be obtained at this location or by a phone call or faxed request or through the mail if one was not provided along with this printed policy. Our phone number is (727) 298-3080; our FAX numbers are (727) 298-3088 and (727) 298-3488.

**The Community Meeting Room** is made available for the express purpose of providing space for Library and community programs and meetings. Such use is a revocable license and may be terminated at the absolute discretion of the Library. When not in use for Library sponsored programming, which will take precedence over other use, the Community Meeting Room "A" or "B" may be available to local non-profit tax exempt groups or organizations on a first-come, first-served basis as Library resources, staff time and convenience allow. A copy of a non-profit tax-exempt certificate may be requested at time of application. This Community Meeting Room policy gives no specific right of use, except at the Library's discretion. The Youth Story Time Room is not available for meetings for any groups other than Library-sponsored programs. **The Community Meeting Room is not intended for social gatherings.**

The Community Meeting Room is for non-commercial use only. No group may charge admission directly or indirectly to a meeting held in these facilities nor may it solicit or collect a voluntary offering, nor may it present for sale any item. No sales of goods and services are allowed.

***Please note: There may be Adult or Children's programs or other groups meeting in the adjacent meeting rooms at the same time as your meeting. With that, there is the possibility of noise filtering into your meeting.***

Groups wishing to use the facilities must follow the Library Community Meeting Room policies and procedures and must vacate the Community Meeting Room at the agreed upon time.

1. The Community Meeting Room may be available for use at no charge during the following times:

9:30 AM to 7:45 PM	Monday
9:30 AM to 7:45 PM	Wednesday
12:30 PM to 5:45 PM	Thursday and Friday
9:30 AM to 4:45 PM	Saturday

The Community Meeting Room is not available on Tuesdays, Sundays or any holiday when the Library is closed.

All programs must vacate by the specified time.

2. Meetings after-hours may not be scheduled.

3. The individual who applies for Community Meeting Room use (21 years old or above) **must have a Pinellas Public Library Cooperative Library card**, will be personally responsible, will guarantee orderly behavior and will underwrite any damage due to their use of the facility. Liability will be assumed by the applicant in regard to any personal or property damage arising out of the activities of the group. Execution of the application form constitutes an agreement for such liability. Children must be supervised at all times. The City reserves the right to terminate a reservation at any time without prior notice for any reason deemed appropriate by the Library, and the user waives any claim for loss of use.

4. In providing these facilities, the City of Dunedin assumes no responsibility:
  - (1) for loss of, or damage to, any property placed on the premises by the user; or
  - (2) for loss or damage to any property or personal effects, including motor vehicles and their contents, of the user, it's members, employees, agents participants, guests or attendees; or
  - (3) for any physical injuries sustained by any individual, or group of individuals, while on the premises; or
  - (4) malfunction of any electrical or mechanical equipment if provided for the user.
5. **The Dunedin Public Library is a smoke-free and alcohol-free facility. Only light refreshments may be served: coffee, tea and other non-alcoholic beverages, donuts, cookies or cake. Breakfasts, lunches, dinners, whether catered or pot-luck, may not be served. Please indicate on your application if light refreshments will be served.**

To avoid possible injury, any liquid spilled on the floor should be cleaned up. Please remove any food and place in the garbage container provided.

**The group will be liable for custodial maintenance or repair if the facilities are damaged and/or soiled. Application for use of the facility will obligate the responsible individual and the group for repairs, costs or damages suffered by the facility during use by the group.**

An appropriate damage deposit and/or proof of insurance coverage may be required.

6. Groups holding reservations must notify the Library at least two days in advance if any cancellation or change of plans is necessary. Groups not complying with this policy are liable to lose the privilege of using these facilities.
7. The Library can provide approximately 60 Community Meeting Room chairs and 12 tables. **Groups are responsible for their own set-up. The tables and chairs need to be put back as they were originally found.** (To guide you, a diagram on the wall by the door shows the basic set-up of the room.) Groups not complying with this policy are liable to lose the privilege of using these facilities. Whenever possible, we will reserve the meeting room for at least half an hour before and after the meeting times to allow for the set-up and clean-up of the room. The divider wall in the meeting room can only be moved by trained Library staff.
8. Groups using the Community Meeting Room are responsible for providing their own equipment, utensils, and supplies, such as coffee pots, extension cords, etc. Storage space at the Library is limited and cannot be provided for a group's equipment or supplies.
9. A confirmation letter for all reserved dates and times will be sent to you, as well as any dates and times that are not available because of previous room reservations.

There are two types of meetings which determine the manner in which applications are presented and handled, i.e. (1) regularly scheduled meetings for a 12 month period or less, and (2) individual or irregular meetings.

Groups or organizations wishing to use the Library facilities for their regular meetings may apply to do so for up to one calendar year at a time and for up to one meeting per month. However, a reservation of monthly or less frequent meetings may be cancelled by the Library at any time. **Regardless of the date when the initial application is made and approved, groups should reapply each summer for the following calendar year.**

For the purpose of the policy, the Library, the Friends of the Dunedin Public Library, the Library Advisory Committee, the Library Foundation, the Literacy Council and all City Departments or committees may be exempted from any or all of these conditions, upon approval of the Library Director.