



## MEETING ROOM AND STUDY ROOM POLICY

The Dunedin Public Library offers meeting room facilities for the limited purpose of library activities, including programs, presented by the library staff, the Dunedin Friends of the Library, the Dunedin Public Library Foundation, and other organizations affiliated with the library or the City of Dunedin. Outside groups wishing to use Library meeting rooms are required to follow the established procedures in this Policy.

### Group/Organization Usage

1. When not in use for Library sponsored programming, the Library Community Meeting Room **may be available to government and non-profit groups or organizations** on a first-come, first-served basis, and limited to one (1) meeting per month at no charge.
2. A copy of a non-profit tax-exempt certificate may be requested at time of application.
3. Such use is a revocable license and may be terminated at the absolute discretion of the Library.

### Meeting Room Use Guidelines

1. The individual who applies for Community Meeting Room use (18 years old or above) 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.
2. An online Meeting Room Reservation Application must be completed in full online at [www.dunedingov.com/library](http://www.dunedingov.com/library). An applicant may use a computer at the Library to complete the online reservation. Library staff will provide assistance with this process as needed. The reservation system scheduling process is not complete until the application is approved and the applicant has received confirmation from library staff. Confirmation will be sent by email within three (3) business days. Reservations can be made up to three (3) months from the date of the application. Groups holding reservations must notify the Library at least two (2) days in advance if any cancellation or change of plans is necessary. To cancel a reservation, the applicant can click on the link in the reservation email, return to the Library's **RESERVE A ROOM** webpage, or otherwise communicate the cancellation to Library staff. Applicants not complying with this policy are liable to lose the privilege of using these facilities.

3. The Community Meeting Room may be available for use during the following times:

9:30 AM to 7:45 PM	Monday and Wednesday
9:30 AM to 5:45 PM	Thursday and Friday
9:30 AM to 4:45 PM	Saturday
4. The Community Meeting Room is a limited public forum for non-commercial, library-related use only, as established herein. 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.
5. The Dunedin Public Library is a smoke-free and alcohol-free facility. Only light refreshments may be served.
6. Room setups will be provided for selection on the online reservation system. If a group needs to move tables and chairs, the group is responsible for returning the room to its initial setup before leaving. Groups not complying with this policy are liable to lose the privilege of using these facilities. The divider wall in the meeting room can only be moved by trained Library staff.
7. No room is sound proof and groups may hear noise from adjacent rooms.
8. Room set up options are available on the on-line reservation. All other equipment must be provided by reserving group. Storage space at the Library cannot be provided for a group's equipment or supplies.
9. The group will be liable for custodial maintenance or repair if the facilities are damaged. An appropriate damage deposit and/or proof of insurance coverage may be required.

## **Study Room Use Guidelines**

1. Study rooms are available by reserving online at [www.dunedingov.com/library](http://www.dunedingov.com/library) and selecting **RESERVE A ROOM**. A computer at the Library may be used to complete the online reservation. Library staff will provide assistance with this process as needed.
2. Study rooms can be reserved three (3) days in advance.
3. Three individual study rooms are available for the limited purpose of quiet study and tutoring by appointment for a two (2) hour time limit. There is a limit of two (2) people allowed in each study room.
4. The Group Study Room is available for the limited purpose of quiet study, tutoring, and meetings by appointment for a two (2) hour time limit. This room is reserved for use by groups of three (3) to five (5) people.
5. Reservations may be canceled if not claimed with fifteen (15) minutes of reservation start time.
6. No room is sound-proof and noise may be heard from adjacent rooms.

**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, its 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.

*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.*

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