

Dallas Public Library General Meeting Room Request

Thanks for your interest in having an event at the Dallas Public Library. Below is a checklist of information to assist you in the first time-user application approval process. Once the completed application (along with the required documents) is received, it will be reviewed and processed for approval.

When applying, please be sure that:

- ✓ Event is scheduled and application is received at least 21 days in advance of the event date.
- ✓ All applicable information is completed.
- ✓ Statement of purpose is on letterhead and includes the following:
 - Purpose of the organization (or mission statement).
 - What type of activity the facility will be used for.
- ✓ Proof of nonprofit status is included, (*if applicable*).
- ✓ IRS 501(c) 3 form OR organization's Bylaws is included.
- ✓ Certificate of Insurance is included (for following the applicants)
 - For-profit organizations.
 - Nonprofit organizations, IF event is open to the general public.
 - Individuals, IF the event involves any of the following: physical activity, animals, food preparation and distribution and health fairs with medical screenings or are open to the public.

Please allow at least 5-7 business days to receive a response. After this one-time approval process, your organization will be notified. Future requests for use of any Dallas Public Library facility will only require a completed application. **Completed applications must be sent to: Meeting Room Coordinator 1515 Young Street Dallas, Texas 75201; Fax to 214-670-7805 or email to LIBCENMeeting@dallas.gov**

Upon arrival, please check in with Library staff.

During the meeting:

- ✓ Please follow all Library rules and policies.
- ✓ Food and beverages are permitted at the discretion of Library staff.
- ✓ The Library is not responsible for lost or damaged personal property.

After the meeting:

- ✓ Please end meeting session and exit the room by the end of scheduled meeting time.
- ✓ Meeting room **must** be arranged back to its **original set up** by the end of the meeting time. This includes:
 - Breaking down tables and returning them to their original location
 - Stacking chairs and returning them to their original location
 - Taking down any signs or props hung or set up during the meeting.
 - Disposing of trash
 - Erasing dry erase board(s)
- ✓ Applicant must check out with library staff at the end of the meeting or event.

Study Rooms are available on a first come first served basis, please see staff for reservations details.

We hope you had a pleasurable experience with us and please do not hesitate to call on us again!

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Organization Information

Organization: _____ Requester: _____

Date: _____ Email: _____ Phone: _____

Address: _____ Zip: _____

- ☐ Profit (Liability insurance required.) ☐ Nonprofit (Proof of nonprofit status required.)
☐ Individual (Liability insurance may be required, see above.)

Meeting Information (Meetings cannot be scheduled before 9:00AM)

Name of Meeting: _____ Estimated attendance: _____ Date: _____ Time: _____

Description of Activity: _____ Will this meeting/event serve food? Yes ☐ No ☐

Setup Time: _____ Time for Breakdown: _____

Locations and Fees (fee increments are 1-2hrs/2-4hrs/4+hrs)

☐ Central Library

	<u>Nonprofit</u>	<u>Profit/Indiv.</u>
<input type="checkbox"/> Auditorium	\$100/140/180	\$225/250/400
<input type="checkbox"/> Community Showcase	\$100/140/180	\$200/225/400
<input type="checkbox"/> Hamon Training Room	\$50/60/70	\$175/200/250
<input type="checkbox"/> 6 th Floor Classroom(s)	\$50/60/70	\$175/200/250
<input type="checkbox"/> O'Hara Hall	\$100/140/180	\$200/225/400
<input type="checkbox"/> McDermott Rooms	\$50/60/70	\$175/200/250
<input type="checkbox"/> Norma & Don Stone Room	\$50/60/70	\$175/200/250

☐ Branch Library * _____

	<u>Nonprofit</u>	<u>Profit/Indiv.</u>
<input type="checkbox"/> Auditorium	\$30/30/30	\$30/30/30
<input type="checkbox"/> Black Box	\$30/30/30	\$30/30/30
<input type="checkbox"/> Conference/Classroom	\$30/30/30	\$30/30/30

Total Cost: \$ _____

* AV equipment limited; see staff for details

*I hereby state that I understand and agree to all library policies governing use of meeting rooms.
Organizer is responsible for any injury or damage to persons or property.*

Authorized Signature _____ Print Name _____ Date _____

This agreement of anticipated charges must be returned with the Meeting Room application. Payment is required **within seven days** prior to the event date. Payment is accepted by credit cards, or money orders/checks payable to the *City of Dallas*.

Please check one: ☐ Money Order ☐ Check ☐ Credit Card (See staff for online credit card payment instructions)

FOR LIBRARY USE ONLY

Library: ☐ Approved ☐ Rejected Signature _____ Date _____
Risk Management: ☐ Approved ☐ Rejected Signature _____ Date _____

