



North Miami Public Library
835 NE 132 Street
North Miami, FL 33161

NORTH MIAMI PUBLIC LIBRARY MEETING ROOM POLICY

Use of Library facilities is limited to

- (1) programs sponsored by the Library
- (2) programs co-sponsored by the Library
- (3) programs of educational, cultural or recreational interest which complement or promote the Library's aims.

Such usage of Library facilities does not imply Library endorsement of the aims, policies, or activities of any individual or group.

All programs are subject to the following regulations:

- (1) Programs must be open to the public. No attendance fees may be charged nor collections taken or sales made. However, library-related fund-raising activities are allowed.
- (2) Library facilities may not be used for personal or private profit, aggrandizement or advertising.
- (3) Bookings are made on a first-come/first-served basis.
- (4) With the exception of library affiliates, no individual or group may reserve Library facilities on a regularly scheduled basis, and no individual or group may use Library facilities more than three times during a 12 month period.
- (5) Meetings are to be held during regular Library hours and end in sufficient time to vacate the building by the scheduled closing time.
- (6) Library premises, facilities, and equipment are to be left in the same condition in which they were found. The thermostat is not to be touched under any circumstances. Any trash generated during the program is to be disposed of in proper containers.
- (7) Smoking is not allowed anywhere in the Library.
- (8) Refreshments are not allowed without permission and special arrangements. (See fee schedule)

- (9) The Library is not responsible for loss or damage to exhibits, special equipment, supplies or other materials brought on the premises by the individual or group. Any insurance arrangements are the responsibility of the individual or group that requested meeting space.
- (10) The Library reserves the right to cancel or re-schedule any program or exhibit if necessary. Subsequent reservations are based on past adherence to this list of regulations.
- (11) All materials to be distributed during programs must be cleared by the Library Director or one of the Assistant Directors.
- (12) The form entitled "Application For Use of Library Facilities" must be completed and signed when an individual or group is requesting meeting space. The person signing the application assumes complete responsibility for any abuse of Library premises or equipment while being used by the individual or group. ***Person in charge of program MUST notify Supervisor in charge of Library when program is over.***
- (13) Cancellations should be made at the earliest opportunity but at least one week in advance for a 95% refund, two days in advance for a 50% refund, one day in advance for a 10% refund; no refund will be made if cancellation is made the day of the event.
- (14) Fee schedule:
 - \$12.50 an hour or any fraction thereof
 - \$10.00 for each additional hour or fraction thereof
 - \$60.00 for a whole day
 - \$15.00 additional charge if refreshments are to be served
 - \$25.00 set-up fee (for deviations from standard room set-up)

FEES MUST BE PAID AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED EVENT.

**CHECKS SHOULD BE MADE PAYABLE TO
NORTH MIAMI PUBLIC LIBRARY.**

