

Conference and Meeting Room Policy

The Dover Free Public Library has two types of meeting spaces available for public use. The **conference rooms** are located in the Library's lower level and are intended for large group meetings or programs. The **meeting rooms** are located in the Library's upper level and are intended for small group meetings or study space.

The Dover Free Public Library's conference rooms and meeting rooms are primarily available for the Library's own programs or those library programs co-sponsored with other groups. Additionally, the conference and meeting rooms may be used by individuals and not-for-profit groups or organizations for educational, informational, and cultural reasons. No commercial use of a conference or meeting room is allowed; however, a commercial or for-profit organization may have a program if it offers to the public timely information presented by knowledgeable or skilled professionals, but no fees may be charged and no solicitations may be made.

The Dover Free Public Library does not limit use of its conference and meeting rooms based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors. Use of a meeting room does not imply endorsement by the Dover Free Public Library of the policies or purpose of that group.

Applying for Use of a Conference Room

The Dover Free Public Library has first priority in the use of a conference room. All other use of a conference room will be on a first-come, first-served basis. A Dover Free Public Library Conference Room Application must be filled out by individuals or groups who want to use a conference room. The Dover Free Public Library will then determine if a conference room is available.

- Reservations may be made up to 90 days in advance from the date of application.
- Regular use of a conference room, by a group, will be granted at the discretion of the Dover Free Public Library and will be based upon the availability of a conference room.
- A copy of the Meeting and Conference Room Policy will be given out to the individual or group that receives permission to use a Conference room.
- Granting the use of a conference room will be done by the Library Director, or designated library staff, and will be based upon compliance with the Conference and Meeting Room Policy.

- Non-library programs and meetings in the conference room must finish 30 minutes prior to the library's closing
- If an organization or individual reserves a conference room, but fails to show three times without notifying the Library in advance of the meeting, they will lose their privilege to use the Library's conference rooms.

Applying for Use of a Meeting Room

The Dover Free Public Library has first priority in the use of a meeting room. All other use of a meeting room will be on a first-come, first-served basis. The meeting rooms are available by reservation. The Dover Free Public Library will then determine if a meeting room is available.

- Reservations may be made up to 30 days in advance.
- Regular use of a meeting room will be granted at the discretion of the Dover Free Public Library and will be based upon the availability of a meeting room.
- A copy of the Conference and Room Meeting Policy will be given out to the individual or group that receives permission to use a meeting room.
- Granting the use of a meeting room will be done by the Library staff and will be based upon compliance with the Conference and Meeting Room Policy.
- If an organization or individual reserves a meeting room, but fails to arrive within 15 minutes after the start of the reserved time, the room may be given to another person/group waiting for a meeting room.
- Meeting rooms must be vacated 15 minutes prior to the Library's closing.

General Guidelines

- Non-library meetings may be held only during library hours. No meeting may start after the Library closes.
- A conference or meeting room may not be used for commercial purposes and no fees may be charged to attend a program or meeting.
- Only fundraising events sponsored by the Dover Free Public Library or by the Friends of the Dover Free Public Library are permitted.
- Preparation of the room (e.g., chair setup) is the responsibility of the organization or group.
- The individual or group sponsoring the meeting is responsible for the condition of the room and is responsible for any damages to the meeting room or any of its contents incurred during the program.

- The conference or meeting room must be left in the same condition in which it was found.
- The Library cannot be named as a sponsor for non-library meetings.
- Consuming tobacco, cannabis products, illegal drugs and alcoholic beverages is not permitted.
- Maximum attendance will be based upon the capacity of the room and fire code regulations.
- The Dover Free Public Library reserves the right to cancel at any time any meeting or program if necessary.
- The Dover Free Public Library assumes no liability or responsibility for any accident or loss of personal property that might occur as a result of the use of the meeting room.
- Literature may be distributed if it is available without charge and contains no solicitation of fees.
- A member of the organization must attend the meeting.
- Meetings must comply with any federal, state, or local law, or library rules.
- The Library's meeting rooms are NOT available for the following uses:
 - Political campaign purposes (political forums are permitted)
 - Weddings and/or showers
 - Family reunions
 - Private parties
 - Banquets or dances
- Children, under the age of 12, may not be left unattended within the Library, when parents are attending an event at the Library.
- Any group may be asked to leave the library if their meeting/group becomes loud, unruly or violates library rules or patron conduct policy.