

Miami-Dade Public Library System

Policy for Approval and Use of Library Locations by Third Party Organizations

Effective Date: March 11, 2019

General Criteria

- Per County [Administrative Order 8-5](#), private, for-profit organizations and/or individuals are prohibited from selling their services, distributing promotional materials/advertisements for their organizations or making referrals to a private, for-profit entity.
- Requests seeking approval for the uses described below should be forwarded to Community Engagement and Programming Division (programs@mdpls.org) for assistance:
 - a) Requests that involve MDPLS procuring outside vendors, performers, or refreshments; or
 - b) Requests seeking to utilize multiple library locations; or
 - c) Requests from an author or author representative.

Approval for Use by Governmental Entities (County and local, state, and federal agencies) and Educational Institutions

- 1) All Requestors for use of library locations shall be required to complete a Library Use Reservation Form, which shall require the following information:
 - a. Name of Applicant and Organization
 - b. Applicant Contact Information (e.g., phone, e-mail, address)
 - c. Date(s) and Time Requested
 - d. Description of the Use
 - e. Setup and equipment needs, if applicable
 - f. Acknowledgement that the proposed use will be free and open to the public
- 2) The Approver shall review, checking for consistency with this Policy and ensuring that the dates requested are not in conflict with other approved or pending requests. If conflicts exist with the requested date(s), the Approver shall make all efforts to offer and accommodate the Requestor on other dates, times, or, if possible, other library locations.

- 3) It is understood that accommodating County and other governmental and educational entities requesting use of our library locations to provide free information and to deliver free services to the public is a core civic responsibility of public libraries and central to our Mission.
- 4) The [MDPLS Fee Schedule \(I.O. 4-97\)](#) does not require fees or charges for Governmental or Educational Entity use of MDPLS library locations. However, if after-hours use of a library location is requested by a Governmental Entity, the Approver should consult with their respective Library Operations Administrator for further direction prior to approval of the request.
- 5) Governmental Entities requests for a recurring, permanent, or semi-permanent time and date-certain use of a library location, should be forwarded to the supervising Library Operations Administrator of that library location for review. These requests will be reviewed on a case-by-case basis.
- 6) Within three (3) business days from the receipt of a Library Use Request and/or Library Use Reservation Form, notice of the decision to approve or deny a request shall be provided to the Requestor, with a goal of responding within two (2) business days.
- 7) In the event of a cancellation of an event, care should be taken to;
 - a. Inform patrons of the cancellation
 - b. Remove/edit the information from/on Evanced and the Library's special events webpage (if applicable)
 - c. Remove the hold on the space so that others may use it

Approval for Use by Nonprofit Entities

It is MDPLS policy to encourage uses by nonprofits and community groups that serve to supplement MDPLS services by providing free and open seminars, services, information, etc., in the areas of recreation, learning, education, and literacy for people of all ages.

- 1) All Requestors of library locations shall be required to complete a Library Use Reservation Form, which will require, at a minimum, the following information:
 - a. Name of Applicant and Organization
 - b. Applicant Contact Information (e.g., phone, e-mail, address)
 - c. Date(s) and Time Requested
 - d. Description of the Use
 - e. Setup and equipment needs, if applicable
 - f. Acknowledgement that the proposed use will be free and open to the public

- g. Reasonable evidence that the organization is classified as a 501(c)3 or equivalent designation for a nonprofit community group or educational institution. Such evidence may include a tax exempt letter, website, common knowledge (i.e., AAA, AARP, Early Learning Coalition, etc.), which may be provided by the Requestor or obtained by the Approver (i.e., through the State of Florida Division of Corporations website).
- 2) The Approver shall review the above form, check for consistency with this Policy and ensure that the dates requested are not in conflict with other approved or pending requests. If conflicts exist with the requested date(s), the Approver shall make all efforts to offer and accommodate the Requestor on other dates, times, and, if possible, other library locations.
- 3) It is understood that accommodating nonprofit entities that request to use our library locations to provide free information and to deliver free services to the public is a core civic responsibility of public libraries, central to our Mission, and important in building partnerships with entities whose common goal is to educate and inform the public.
- 4) The [MDPLS Fee Schedule \(I.O. 4-97\)](#) does not require fees or charges for nonprofit use of our library locations. However, after-hours use of a library location by a nonprofit requires approval by the designated Library Operations Administrator for that library location.
- 5) Nonprofits requesting a recurring, permanent, or semi-permanent time and date-certain use of a library location, should be forwarded to the Library Operations Administrator for that library location. Such requests may call for a more formalized Permit Agreement for use of County space. These requests will be reviewed on a case-by-case basis.
- 6) Within three (3) business days from the receipt of a completed Library Use Reservation Form, notice of the decision to approve or deny a request shall be provided to the Requestor, with a goal of responding within two (2) business days.
- 7) If an event requires cancellation, care should be taken to:
 - a. Inform patrons of the cancellation
 - b. Remove/edit the information from/on Evanced and the Library's special events webpage (if applicable)
 - c. Remove the hold on the space so that others may use it

Approval for Use by For-Profit Entities

For-profit entities or individuals/groups are entitled to use library locations for meetings, events, and other activities, subject to the use fees outlined in [Implementing Order 4-97](#). It is understood that such uses may be for a private purpose and not open to the public. However, the Requestor may not charge admission fees or collect money from library patrons.

- 1) All Requestors of library locations shall be required to complete a Library Use Reservation Form, which will require, at a minimum, the following information:
 - a. Name of Applicant and Organization
 - b. Applicant Contact Information (e.g., phone, email, address)
 - c. Date(s) and Time Requested
 - d. Description of the Use
 - e. Setup and Equipment Needs, if applicable
 - f. Acknowledgement that fees for use of the library will be paid in advance
 - g. Acknowledgement that private, for-profit organizations and/or individuals are prohibited from selling their services, collecting admission fees or other monetary collections, distributing promotional materials/advertisements for their organizations, or making referrals to a private, for-profit entity as outlined in [Administrative Order 8-5](#).
- 2) The Approver shall review the above form, check for consistency with this Policy and ensure that the dates requested are not in conflict with other approved or pending requests. If conflicts exist with the requested date(s), the Approver shall make all efforts to offer and accommodate the Requestor on other dates, times, and, if possible, other library locations.
- 3) It is understood that MDPLS will accommodate for-profit entities as an opportunity to bring new customers to our library locations and also as a revenue-generating opportunity.
- 4) The [MDPLS Fee Schedule \(I.O. 4-97\)](#) requires use fees of for-profit users of our library locations.
- 5) Within three (3) business days from the receipt of a Library Use Request, notice of the decision to approve or deny a request shall be provided to the Requestor, with a goal of responding within two (2) business days.
- 6) If an event requires cancellation, care should be taken to::
 - a. Inform patrons of the cancellation
 - b. Remove/edit the information from/on Evanced and the Library's special events webpage (if applicable)
 - c. Remove the hold on the space so that others may use it
 - d. Issue a refund for fees paid by the Requestor

Completed Library Use Reservation Forms should be submitted to the requested branch location. A list of locations and contact information is available here:

<https://www.mdpls.org/site-map/find-a-branch.asp>.