

Daphne Public Library Meeting Room Policy

A. Overview

The public meeting rooms at the Daphne Public Library are available for use by the general public for programs of an informative, educational, cultural, or civic nature. Preference is given to Daphne residents. The library offers several meeting rooms of varying sizes for reservation:

- **Community Room:** Maximum capacity of 50 people.
- **Board Room:** Maximum capacity of 12 people.
- **North Porch:** Maximum capacity of 16 people.
- **East and West Porches:** Maximum capacity of 4 people each.

B. Meeting Room Use

1. Meeting rooms may be reserved by nonprofit, educational, civic, cultural, and governmental groups.
2. Meeting rooms are not available for private parties, political meetings, or meetings promoting commercial businesses or interests. Groups may not charge fees, fundraise, or sell products.
3. At least one adult must be present and responsible for activities at all times.
4. Use of meeting rooms is limited to the library's operating hours.
5. The library director reserves the right to cancel any meeting that compromises the safety of library staff or patrons or disrupts regular library operations.
6. The library's name or address must only be used to indicate the location of a meeting. No group may use the library as a mailing address or use its phone number as a contact for program information.
7. All advertising, publicity, or other announcements related to meetings must be approved by the library director in advance.
8. The library does not endorse the views of groups using the meeting rooms and does not sponsor or support the various groups. Publicity for meetings should not imply library sponsorship.

C. Scheduling the Meeting Rooms

1. Meeting room reservations are handled by the booking coordinator. In their absence, the library director will manage tentative scheduling.
2. A Meeting Room Reservation Form must be completed by the person responsible for scheduling the room, who will also be held accountable for any damages or cleaning issues.
3. Rooms are available by reservation in advance. If a room is not reserved, it may be used on a first-come, first-served basis, at the discretion of the booking coordinator or library director.

4. A maximum of two meetings per organization may be booked per month. Meetings can be scheduled no more than three months in advance and no less than three days in advance.
5. Library-sponsored programs have priority in meeting room scheduling. The library director reserves the right to change or cancel reservations if they conflict with a library program.
6. Scheduling should include time for set-up and clean-up.

D. Refreshments

1. Light refreshments may be served in the Porch meeting rooms. Hot food requires prior approval from the library director. Alcoholic beverages are not permitted.
2. Food and/or beverages other than water are not permitted in the Community Room or Board Room.

E. Set-Up and Clean-Up

1. Early set-up requires prior approval from the booking coordinator or library director.
2. Groups are responsible for arranging meeting room furniture to suit their needs and must return it to its original configuration afterward.
3. Groups must leave the meeting room and furnishings clean. All trash should be placed in receptacles, and tables and chairs should be wiped down after use.
4. Signs, decorations, or other objects must not be attached to walls or doors. No equipment or furniture may be removed from the meeting room or block the room's exits. Groups are responsible for reimbursing the library for any damage to furniture or equipment.
5. A \$25.00 fee will be charged to any group that fails to clean up after themselves.

F. Security Requirements for HOA meetings

1. All homeowner's associations (HOAs) using the library's meeting rooms are required to provide security for every meeting. An off-duty Daphne law enforcement officer must be present for the full duration of the meeting.
2. Proof of security arrangements must be submitted to the booking coordinator or library director no later than 48 hours before the scheduled meeting.
3. The cost of security is the responsibility of the HOA reserving the room.
4. Failure to provide required security will result in cancellation of the meeting room reservation.
5. The library may suspend or revoke meeting room privileges for any HOA that fails to comply with this requirement or violated meeting room or behavior policies.

