

Miami-Dade Public Library System

**MEETING ROOM RESERVATION  
FOR NON-PROFIT (501c3) ORGANIZATIONS**



This form must be completed before any meetings/programs can be planned or scheduled, by Non-Profit Organizations (501c3), for the libraries listed below. To use meeting/multi-purpose rooms, requests must be received 21 days prior to the desired date. Use of meeting/multi-purpose rooms is allowed free of charge—once per month—and must be held during normal operating hours.

Requestor's Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_ Phone (A.M.) \_\_\_\_\_ (P.M.) \_\_\_\_\_

Dates Desired \_\_\_\_\_ Hours \_\_\_\_\_

Topic, Purpose and Program or Exhibition

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach proof of non-profit status.

**Please select one branch location from the list below:**

*(Meeting room with microphone set-up only)*

- Main Library                       Miami Beach Regional                       North Dade Regional
- Northeast Dade - Aventura Branch     South Dade Regional                       West Dade Regional
- West Kendall Regional

Please attach a copy of materials to be distributed.

Signature	Title	Date
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Branch Manager approval \_\_\_\_\_

Administrator, Community Engagement, Partnerships and Programming approval \_\_\_\_\_

# Miami-Dade Public Library System

## MEETING ROOM RESERVATION FOR NON-PROFIT (501c3) ORGANIZATIONS



Non-profit organizations that provide official documentation of their non-profit status will be provided use of the meeting/ multi-purpose rooms at a Regional, Northeast Dade - Aventura Branch or the Main Library, at no charge, for up to four (4) hours once per month during normal library operating hours. Use of meeting rooms by for-profit entities is prohibited. Use of these rooms by any group does not imply library endorsement of the aims, policies or activities of such group.

The following regulations apply to all meetings/programs scheduled in library facilities:

1. All meetings/programs must be open to the public and held for the benefit of the general public, as space permits. Internal meetings of Boards and community organizations not meant for the general public are strictly prohibited. No admission fee may be charged and no collections may be taken or sales made. Library facilities shall not be used for personal or private profit, aggrandizement, solicitation or advertising. Private for profit organizations or individuals are prohibited from disseminating promotional materials, business cards, taking attendance, registering patrons requiring the purchase of materials or making referrals to a private for profit entity. Non-profit organizations are permitted to disseminate promotional materials once cleared through the Library System's Marketing Division.
2. A copy of this completed form must be submitted to and approved by the Community Engagement and Programming Division. The approved original form must be kept by the Branch Manager.
3. Meeting/programs may be held concurrently with exhibitions at the library's discretion. However, exhibition cases, objects or furniture must not be moved.
4. Any individual group using a library facility is responsible for any item or equipment brought into the library by the individual or group. Individuals or groups are responsible for arranging the room to suit their meeting needs.
5. Library facilities shall not be used for meetings or programs that involve partisan politics or sectarian/ denominational religion or for the purposes of a press conference or other media events.
6. Meetings/programs must be held during normal library operating hours for up to four hours and should not interfere with normal operations of library facilities and programs
7. The library reserves the right to cancel or re-schedule any meeting/program when necessary.
8. Reservation for use must not be made more than three (3) months in advance, and will be prioritized in order of time of receipt (on a first come, first served basis).
9. All materials to be distributed during meetings/programs must be cleared through the Marketing Division.
10. County and Library System regulations prohibiting smoking, alcohol, etc., will be observed.
11. At the conclusion of the meeting/ program, please return the room to its original state. All meeting/program materials must be removed unless prior arrangements have been made. Library personnel are to be notified when meeting/program is completed.

THE UNDERSIGNED AGREES TO ABIDE BY THE ABOVE REGULATIONS GOVERNING USE OF LIBRARY FACILITIES.

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Name (print)

Signature

Phone: (Home)

(Business)

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Organization's Name and Address (if applicable)