

Miami-Dade Public Library System

CONFERENCE/MULTI-PURPOSE ROOMS PROGRAM PROPOSAL



This form must be completed before any program can be planned or scheduled.
 All requests must be received 21 days prior to the desired date for the use of the multi-purpose room.

Room/Space Required _____ Location _____

Requestor's Name _____

Organization/County Dept. _____

Address _____ Phone (A.M.) _____ (P.M.) _____

Dates Desired _____ Hours _____

Topic, Purpose of Program or Exhibit _____

Participants: (Please include or attach background/credentials of each) _____

FEES

Meeting Room	0-4 Hours	Each Additional Hour	Total
Auditoriums	\$ 350 x _____	\$ 75 x _____	= \$ _____
Meeting Room (Medium)	\$ 250 x _____	\$ 50 x _____	= \$ _____
Meeting Room (Small)	\$ 150 x _____	\$ 25 x _____	= \$ _____
Sub-Total Meeting Room			\$ _____
Equipment Rental			Total
Microphone		\$ 10 x _____	= \$ _____
Presentation Equipment (<i>laptop & projector</i>)		\$ 25 x _____	= \$ _____
DVD/Monitor		\$ 20 x _____	= \$ _____
Lectern		\$ 15 x _____	= \$ _____
Sub-Total Equipment Rental			\$ _____
Set-up and Clean-up Fee (\$75 - \$150)			\$ _____
Total Room and Equipment Fees			\$ _____
(Checks are to be made payable to the <i>Miami-Dade Public Library System</i> . In the event this application is denied, checks will be returned.)			
County Departments: Index Code _____ Sub-Object _____ to which fees will be charged.			

Please attach a copy of materials to be distributed. I hereby agree to pay the fees stated above.

 Signature Title Date

Branch Manager approval _____

Administrator, Community Engagement, Partnerships and Programming approval _____



Free use of library facilities is limited to programs initiated by the Miami-Dade Public Library System. All county and municipal units of government must pay meeting room and equipment rental fees. Non-profit organizations that provide supporting documentation of their non-profit status, will be provided use of a meeting/multi-purpose room, 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 hours of operation. Non-profit organizations will also be allowed the use of other facilities, at no charge, once per fiscal year (Oct - Sept), during normal branch operating hours. Subsequent use of any library facility shall be charged in accordance with the meeting room and equipment rental fees as listed in the Program Proposal form. Use of multi-purpose 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. Applications for the use of multi-purpose rooms will be made with the Branch, Regional or Main Library managers concerned who will recommend programs based on compliance with library policies and public interest and demand. Final authority and approval will rest with the Library Administrator for Community Engagement and Programming who will maintain editorial and aesthetic control of all materials used, released or printed. A member of the staff at each facility will participate in planning and presenting all programs.

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

1. All 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 Department.
2. Programs may be held concurrently with exhibitions at the library's discretion. However, exhibition cases, objects or furniture must not be moved.
3. No regularly recurring meetings (weekly, monthly) shall be held in the library by organizations or groups except at a Regional, Northeast Dade - Aventura Branch or Main Library.
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 and for the purpose of a press conference or media events.
6. Refreshments may be served by special arrangements only.
7. The library reserves the right to cancel or re-schedule any program when necessary.
8. All materials to be distributed during programs must be cleared through the Marketing Department.
9. County and Library System regulations prohibiting smoking, alcohol, etc., will be observed.
10. A copy of the completed CONFERENCE/MULTI PURPOSE ROOMS PROGRAM PROPOSAL (FO-55) must be submitted to and approved by the Community Engagement and Programming Division. The approved original form must be kept by the Branch Manager.
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.

Name (print)	Signature	Phone: (Home)	(Business)

Organization's Name and Address (if applicable)	Title