Dallas Public Library
General Meeting Room Request

Thanks for your interest in having an event at the Dallas Public Library. Below is a checklist of information to assist you in the first-time-user application approval process. Once the completed application (along with the required documents) is received, it will be reviewed and processed for approval.

When applying, please be sure that:

✓ Event is scheduled and application is received at least 30 days in advance of the event date.
✓ All applicable information is completed.
✓ Statement of purpose is on letterhead and includes the following:
  • Purpose of the organization (or mission statement)
  • What type of activity the facility will be used for.
✓ Proof of nonprofit status is included, (if applicable).
✓ IRS 501(c) 3 form OR organization’s Bylaws is included.
✓ Certificate of Insurance is included (for following the applicants)
  • For-profit organizations.
  • Nonprofit organizations, IF event is open to the general public.
  • Individuals, IF the event involves any of the following: physical activity, animals, food preparation and distribution and health fairs with medical screenings or are open to the public.

Please allow at least 5-7 business days to receive a response. After this one-time approval process, your organization will be notified and placed on the Approved Users’ List. Future requests for use of any Dallas Public Library facility will only require a completed application and we ask for at least a 2-week notice of the event. Completed applications must be sent to: Meeting Room Coordinator 1515 Young Street Dallas, Texas 75201; Fax to 214-670-7805 or email to LIBCENMeeting@dallascityhall.com

Upon arrival please check in with Library staff.

During the meeting:

✓ Please follow all Library rules and policies.
✓ Food and beverages are not permitted without the permission of Library staff.
✓ The Library is not responsible for lost or damaged personal property.

After the meeting:

✓ Please end meeting session and exit the room by the end of scheduled meeting time.
✓ Meeting room must be arranged back to its original set up by the end of the meeting time. This includes:
  • Breaking down tables and returning them to their original location
  • Stacking chairs and returning them to their original location
  • Taking down any signs or props hung or set up during the meeting.
  • Disposing of trash
  • Erasing dry erase board(s)
✓ Applicant must check out with library staff at the end of the meeting or event.

Study Rooms are available on a first come first served basis, please see staff for reservations details.

We hope you had a pleasurable experience with us and please don’t hesitate to call on us again!
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Organization Information
Organization: ___________________________________________ Requester: ___________________________________________
Date: ___________ Email: ___________________________ Phone: _______________ Fax: ___________
Address: __________________________________________________ Zip: ___________
☐ Profit (Liability insurance required.) ☐ Nonprofit (Proof of nonprofit status required.)
☐ Individual (Liability insurance may be required.)

Meeting Information (Meetings cannot be scheduled before 10:00am)
Name of Meeting: ___________________________ Estimated attendance: ____ Date: _______ Time: _________
Description of Activity: ___________________________________________ Is this meeting/event catered? Yes ☐ No ☐
Setup Time: _______ Time for Breakdown: ___________

Locations and Fees (fee increments are 1-2hrs/2-4hrs/4+hrs)

☐ Central Library
☐ Nonprofit  Profit/Indiv.
☐ Auditorium $100/140/180 $200/300/500
☐ Community Showcase $100/140/180 $200/300/500
☐ Dallas East Room $40/50/60 $90/125/150
☐ Dallas West Room $40/50/60 $90/125/150
☐ Dallas East/West $80/100/120 $180/250/300
☐ Laurie Evans Studio $50/60/70 $100/125/150
☐ Hamon Training Room $125/225/425 $200/300/500
*Videoconferencing included
☐ O’Hara Hall $100/140/180 $200/300/500
☐ McDermott Rooms $50/60/70 $100/125/160
☐ Norma & Don Stone Room $50/60/70 $100/125/160

☐ Branch Library
☐ Nonprofit  Profit/Indiv.
☐ Auditorium $25/45/65 $125/165/205
☐ Black Box $25/45/65 $125/165/205
☐ Conference/Classroom $10/20/30 $50/80/110

Total Cost: $_____

* AV equipment limited; see staff for details

I hereby state that I understand and agree to all library policies governing use of meeting rooms. Organizer is responsible for any injury or damage to persons or property.

Authorized Signature ___________________________ Print Name ___________________________ Date ___________

This agreement of anticipated charges must be returned with the Meeting Room application. Payment is required within 48 hours of the day of the event. Payment is accepted by cash, credit card or checks payable to the Dallas Public Library.

Please check one: ☐ Cash ☐ Check ☐ Credit Card (See staff for online credit card payment instructions)

FOR LIBRARY USE ONLY
Library: ☐ Approved ☐ Rejected Signature ___________________________ Date ___________
Risk Management: ☐ Approved ☐ Rejected Signature ___________________________ Date ___________

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