# General Guidelines

Meeting space at the Davis Public Library (DPL) is available to local groups and organizations by request in accordance with regulations established by the Library Board of Trustees. The meeting space is limited to the main room of the Library and shall not exceed 15-20 people. Meetings may not be held during the hours that the Library is open for patrons or is utilized for Library programs.

The Davis Public Library does not discriminate with regard to race, religion, sex or political belief in making space available to any person or group. Use of the meeting space does not constitute an endorsement by the Board of Trustees of the group’s policies or beliefs.

# Permitted Uses

1. Local non-profit groups or organizations for cultural, civic, and educational purposes;
2. Local non-profit groups promoting community among local residents.

#  Excluded Uses

1. Food and/or beverages may not be served.
2. No groups soliciting funds or selling products or services;
3. Gatherings that present a clear and present danger to the welfare of the participants, attendees, Library staff and patrons, and/or the community;
4. Programs not suitable for the Library’s physical facilities or that would interfere with the Library’s work by causing excessive noise, safety hazard, security risk, etc.

# Application for Use

One completed application form must be submitted to the Librarian in person, or by mail or fax. Applications must be signed by an authorized representative of the group, who resides in Stoddard. This authorized representative shall attend the meeting, be responsible for the conduct of the meeting and any damages and adhere to the written instructions for opening and closing the Library.

A meeting may not take place until the Library Director has confirmed it meets the Library criteria for use.