

Destin Library David Neal PC Instructional Lab Policy & Procedures

The Destin Library is pleased to provide use of meeting rooms for the public. This service brings the resources of the Library and the interests and activities of the community together. You must be a library cardholder in good standing to reserve any of the meeting or instructional spaces. Preference will be given to educational and cultural programming and to community service groups. The following requirements apply:

1. Meeting and instructional spaces are not to be used for personal or private financial profit, advertising, or solicitation of business. No admission fee may be charged; however, a fee for resource materials, books, or payment for a program speaker may be collected upon approval from the Library Director.
2. Granting permission for use of meeting and instructional spaces does not imply Library endorsement of the aims, policies, or activities of any group. Any representation regarding sponsorship by the Destin Library or the City of Destin is prohibited without prior permission of said entity.
3. Any group reserving a meeting or instructional space must have an adult (18 years or older), parent, or legal guardian in the room at all times that the room is occupied. The exceptions to this are the small study rooms, which can be used by students of any age, and the Cass/Carvel Digital Media Lab, which can be used by students ages 16 and up without adult supervision.
4. No alterations are to be made to the space. This includes, but is not limited to, posting materials on the walls or windows. Easels and whiteboards can be made available.
5. Programs/meetings/classes must be held during regular library hours, and must conclude no later than 15 minutes prior to the Library's scheduled closing time. The exception to this rule is our Calhoun Room, which has a separate entrance which can be used after hours. However, there will be no access to the library stacks, as they are secured after normal library operating hours.

Room specifications:

- Seats 9 students and 1 instructor
- Minimum capacity required: 5
- Instruction must be held during regular Library hours with adjournment 15 minutes prior to the library's scheduled closing time
- Instructors may use the provided instructor station PC, or connect their own devices to the available digital projector and/or smartboard
- Any additional technology (printers, scanners) should be approved by the Library Director and City IT Department (if driver installation is necessary) no less than one week prior to your scheduled class/meeting/program
- Any necessary program installations must be approved with the Library Director and City IT Department no less than one week prior to your scheduled class/meeting/program. **Users will not be permitted to download/install programs on the day of your class/meeting/program.**
- No refreshments are permitted in the David Neal PC Instructional Lab
- The cardholder requirement can be waived for this instructional space with approval from the Library Director