

Facility Use Information

Lee County Library System



Lee County Library Meeting Rooms

It is the policy of the Lee County Library System to provide meeting room facilities for library activities and programs and to make these facilities available to groups, organizations and individuals for meetings/events of community interest during normal library hours. Priority for use of library meeting rooms will be given to those programs sponsored or co-sponsored by the library. Permission to use the library meeting rooms will be given on a first-come, first-served basis. Please read through the following information for details.

- Please call the library to confirm availability before submitting an application. Reservations are not guaranteed until application is approved.
- Nonprofit groups, organizations, and individuals may use rooms for no charge during regular library hours.
- Space can be reserved without payment, however the total rental cost, if any, is due 21 days prior to the event/use. Checks are to be made payable to Lee County BoCC.
- Details specific to the Fort Myers Regional Library campus can be found on page three of this packet.
- Fort Myers Regional Library only: Larger events or outdoor events may require permitting through the Permitting Office. If the event is expected to have 1,000 people or more in attendance or use outdoor spaces contact, Permitting at 239-533-8329. Permit applications for these events can be found online: <http://www.leegov.com/dcd/BldPermitServ/AppsProcd/SpecEvent>

Location	Capacity	Telephone/Fax
Bonita Springs Public Library	48 People	Voice: 239-533-4860 Fax: 239-485-1190
Cape Coral Lee County Public Library*	191 People in Meeting Room 25 People in Conference Room	Voice: 239-533-4500 Fax: 239-485-1140
Dunbar Jupiter Hammon Public Library	44 People	Voice: 239-533-4150 Fax: 239-485-1194
East County Regional Library *	150 People	Voice: 239-533-4200 Fax: 239-485-1125
Fort Myers Regional Library (North Building)	12 People in Conference Room	Voice: 239-533-4600 Fax: 239-485-1160
Fort Myers Regional Library * (South Building)	30–200 People Contact Library for information on room configurations	Voice: 239-533-4848
Lakes Regional Library *	180 People Room A 25 People Room B	Voice: 239-533-4000 Fax: 239-533-4040
North Fort Myers Public Library	40 People	Voice: 239-533-4320 Fax: 239-485-1146
Northwest Regional Library *	200 People Room A 12-28 People Rooms B/C	Voice: 239-533-4700 Fax: 239-485-1170
Pine Island Public Library	32 People	Voice: 239-533-4350 Fax: 239-485-1180
Riverdale Branch Library	76 People (without seating) 34 People (with seating)	Voice: 239-533-4370 Fax: 239-485-1195
South County Regional Library	99 People	Voice: 239-533-4400 Fax: 239-485-1130

* Possible after-hours use at these locations only

Rules of Use

Advertised public meetings that are noticed and held in compliance with the Florida "Sunshine Law," Chapter 286 F.S., may be videotaped and photographed in accordance with that law. As to all other use of the library meeting rooms, except for photography or videography by bona fide news media representatives, no pictures or video may be taken of those in attendance at a meeting without the permission of those to be photographed or videotaped. (§540.08F.S.)

An adult must apply for meeting room use by any youth groups and must accompany them at all times.

Smoking, tobacco products and products that simulate the use of tobacco (electronic cigarettes) are not permitted.

Refreshments may only be served if approved in advance by the branch manager or designee. Alcoholic beverages are not permitted.

The number of people in the meeting room cannot exceed the Fire Marshal's standards.

The group, organization or individual using the meeting room is responsible for setting up the meeting room and returning it to its original condition. This rule also applies to the use of library outside spaces. The user is subject to an additional fee for noncompliance to this rule.

The group, organization or individual will be responsible for discipline and reasonable care of the room, equipment, and furnishings. The applicant will pay the cost of replacement or repair of anything damaged in the room during the scheduled use.

Nonprofit Use During Regular Library Hours

- Only one reservation may be held at a time with the following exceptions:
 - Authorized library support groups such as the Friends of the Library groups.
 - Lee County Government BoCC Advisory Committees in certain rooms for the current calendar year.
 - Lee County Departments.
 - Important Meetings of immediate community interest, as determined by the branch manager or designee.
- For all others, application must be submitted at least 24 hours and no more than six months in advance of the meeting.
- No admission may be charged. Donations may not be requested or collected with the exception of authorized support groups that benefit the library (such as, Friends of the Library groups), which may accept donations but may not request donations in any way. No sales of any type are permitted, except during library sanctioned events sponsored by authorized support groups to benefit the library.
- For-profit groups or individuals representing for-profit groups are not eligible for meeting room use, except at the Fort Myers Regional Library campus where meeting room rental is available.
- All meetings/events must end 30 minutes before the library closing time, unless other arrangements have been made in advance.

Equipment

The library is not responsible for equipment, supplies or other items owned by a group or individual and used in library facilities. All such items must be removed from the library at the end of the meeting/event for which they are being used.

Groups may request the use of library-owned audiovisual equipment, when available.

Arrangements for the use of library-owned equipment must be made with the library staff when a reservation is made. The library reserves the right to deny access to certain equipment when staff is not available to oversee its use.

Meeting room tables and chairs may not be used outside the meeting room.

Publicity

The meeting room applicant is responsible for publicity for the meeting/event. Publicity may not list the library as a co-sponsor of the event unless the event has been officially approved and designated as such. No library phone numbers may be listed on the information about the meeting/event. The library requires that all printed material, press releases, posters and other information regarding the event include a contact phone number for the organization or individual reserving the room. Invitations and/or press releases about the meeting/event should not be sent out before the Facility Use Application has been signed and approved by the library.

Facility Use Information (cont'd.)

Lee County Library System



Signage

With the permission of the branch manager or designee, a nonprofit group may post a small sign on the library's community bulletin board up to 30 days prior to the meeting/event.

The nonprofit group may post a sign advertising the use on the day of the meeting/event in a space designated by the branch manager or designee.

Copyright

Any group, organization or individual showing a film, video, DVD or Blue-Ray disk in a library meeting room or outdoor plaza space must adhere to the copyright law. Films, videos, DVDs or Blue-Ray disks must have public performance rights in order to be viewed on library property.

Fort Myers Regional Library Campus Details

Both for-profit and nonprofit groups may apply to rent certain meeting room spaces and/or outdoor space at the Fort Myers Regional Library campus. Individuals, private groups, businesses or organizations holding special events such as private meetings, fundraising events, non-public gatherings or events sponsored by a commercial enterprise are eligible. Rented meeting room and/or outdoor space may be reserved up to one year in advance of the event.

Rental Reservations / Cancellations

The entire fee must be submitted at least 21 calendar days prior to the event along with a "Facility Use Application." Rental rates are subject to change without notice. The application and payment check are to be made out to Lee County BoCC and may be mailed or delivered in person Monday through Friday from 9:00 a.m. to 4:30 p.m. to:

Lee County Library Administration - Fiscal Department
2345 Union Street
Fort Myers, FL 33901

Larger events or outdoor events may require permits from the Permitting Office. For further information, contact Permitting at 239-533-8329. Permit applications for these events can be found online:

<http://www.leegov.com/dcd/BldPermitServ/AppsProcd/SpecEvent>

If the application is not approved by the library, the entire fee will be refunded. In the event of cancellation by the applicant 30 days or more prior to the event, the entire fee will be refunded minus a \$50 processing fee. In the event of cancellation 14-29 days before the event 25% of the fee will be refunded. In the event of cancellation by the applicant 13 or fewer days before the event, there will be no refund.

Capacity

The capacity of meeting rooms is as follows:

Room Size	Rooms	Capacity
Full Meeting Room	A, B, C, D	200 People
2/3 Meeting Room	A, B B, C, D	135 People 150 People
1/3 Meeting Room	A B C	60 People 60 People 50 People
1/6 Meeting Room	C or D	30 People

Facility Use Information (cont'd.)

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Rental Rates

The minimum rental period is four hours.

Meeting Rooms:

Room Size	Rooms	4 Hours	8 Hours	Additional Hours
Full Meeting Room	A, B, C, D	\$240	\$480	\$60
2/3 Meeting Room	A, B or B, C, D	\$160	\$320	\$40
1/3 Meeting Room	A, B or C, D	\$80	\$160	\$20
1/6 Meeting Room	C or D	\$40	\$80	\$10

Outdoor Spaces:

Size	Location	4 Hours	8 Hours	Additional Hours
Full Library Plaza	North & South of Richmond St.	\$250	\$500	\$75
Partial Library Plaza	South of Richmond St.	\$125	\$250	\$35
One Specific Outdoor Performance Area	North or South of Richmond St.	\$100	\$200	\$25
Parking Area	South of Meeting Rooms to Second St.	\$250	\$500	\$75

- The full Library Plaza is only available for rental during non-library operating hours.
- Other outdoor space by special arrangement and price will be based upon request.

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Food & Beverage Service for Rental Use

Food and beverages are permitted for any rented meeting room or outdoor space event as long as any necessary permits have been issued. At the conclusion of the event, all trash must be disposed of in proper receptacles. Meeting rooms, including furniture and equipment, must be left in the same condition as before use. If the kitchenette adjacent to the meeting rooms is used, it must be left in the same condition as before use.

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Decorations and Signage for Rental Use

All decorations should be freestanding and approved in writing by the designated library staff. Directional signs and decorations can be placed on designated surfaces with special tape on the day of the event or the prior evening for events that start in the morning. Neither signs nor decorations may be attached to walls, windows, doors or furnishings unless approval is given in writing by the designated library staff. The following decorations are prohibited:

- Confetti
- Helium-filled balloons
- Stickers
- Decorations with metallic glitter
- Bubble, fog and smoke machines

All decorations and signs are to be removed at the conclusion of the meeting/event.