

West Palm Beach Public Library Meeting Room Guidelines

A variety of meeting rooms are available free of charge at the West Palm Beach Public Library. Rental, service fees and sales tax may apply for conferences, large events, private meetings and multiple bookings, (see [rental rates and fees for use](#)). Information packets, for booking meeting rooms, are available on the third floor of the West Palm Beach Public Library. Applicants may also request an application via fax or postal mail. Information and applications may also be printed from the links below.

Due to high demand for meeting spaces, **please submit applications at least two weeks prior to your first scheduled event. Please allow at least three to five business days to process your application.** Inquiries regarding space availability at the Library can be made Monday-Friday, 9:30 AM to 5:00 PM at 561-868-7716 or 561-868-7720.

Applications will be accepted beginning **November 15** (for January through April dates) and **March 15** (for May through August) and **July 15** (for September through December). Applications expire **June 30** (for meetings held January through June) and **December 31** (for meetings held July through December). Applicants who are meeting at the Library and have a current application on file may add additional meeting room dates provided it is for the same general purpose, or make changes to a reservation by submitting a request in writing.

Please carefully review the full policy and regulations for use of meeting rooms and rental rates. Incomplete applications may result in a processing delay.

TO RESERVE OUR MEETING ROOMS, SUBMIT COMPLETED AND SIGNED APPLICATION AT:

<http://www.mycitylibrary.org>.

Click on "Using the Library" or type in <http://www.mycitylibrary.org/meeting-room-application.php>.

FAX APPLICATION: 561-868-7706

MAIL APPLICATON:

West Palm Beach Public Library
Meeting Room Reservations
411 Clematis Street
West Palm Beach, FL 33401

IN PERSON:

Applicants may pick up an application at the Administrative Office on the third Floor of the Library, Monday through Friday from 9:30 AM to 5:00 PM.

FURNISHINGS AND EQUIPMENT

Provide as much detail in your application as possible regarding furniture and audiovisual needs, room setup, and technical assistance.

PARKING

All attendees, guests or meeting room organizers will follow the same payment guidelines as patrons of the library.

PAYMENT

Full-payment is due two weeks prior to the event. Sales tax will be collected. Non-profit groups must provide proof of non-profit status. A copy of a certificate of exemption is also required to waive sales tax.

Payments can be made by MasterCard/Visa, cash or check made payable to: City of West Palm Beach Library during hours of operation. When making a payment, bring a copy of the approved application to our Customer Services Desk on the first floor.

You may not charge an admission fee or registration fee or take up a collection for entrance or participation unless you are paying a rental fee. You may not sell any materials or collect any other fees, charges, or donations without prior written approval by library administration. If you are requesting multiple reservations, rental fees may apply.

Directional and promotional signs are subject to prior approval by a designated library staff member one week before the event. Authorized promotional posters and flyers may be placed directly outside of a meeting room for the duration of your event. Only library staff may post signs; unauthorized signs will be removed. At no time may materials be attached to walls, windows, doors, or furnishings. The library can distribute and/or post flyers throughout the library system announcing your event pending approval from the library administration. You may drop off the flyers at the Administrative Office on the 3rd Floor of the Library.