



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

STATEMENT OF POLICY FOR USE OF THE GATES FOUNDATION COMPUTER LAB

1. The Decatur Public Library welcomes the use of the Gates Computer Lab by organizations engaged in religious, charitable, scientific, literary, or educational activities.
2. The library's Internet policy applies to all users of the Gates Computer Lab.
3. Requests for use of the Gates Computer Lab must be made at least one week but not more than one year prior to the meeting date. The request should be submitted on the form provided by the Library. The Gates Computer Lab can be booked tentatively by phone, but the completed application must be received within three (3) working days.
4. The Gates Computer Lab is normally available at all hours the library is open, up until 15 minutes before close.
5. The Gates Computer Lab can be booked for up to four hours. Seating capacity in the Lab is twelve plus a trainer.
6. Organizations may use the Gates Computer Lab as many as twelve times per calendar year.
7. The Library is not responsible for personal belongings left in the Lab.
8. Free on-site parking is available. Participants are encouraged to park in the back of the lot so as not to inconvenience library patrons.
9. Any organization not abiding by the regulations and policies governing the use of the Gates Computer Lab and the library's Internet policy may lose their privileges of use in the future.
10. Any software/hardware changes must be approved & executed by library staff.

**Approved by the Decatur Public Library Board of Trustees
May 18, 2015**

Revised by the Board of Trustees August 16, 2018
Revised by the Board of Trustees August 19, 2021

APPLICATION FOR USE OF THE GATES COMPUTER LAB

Name of Organization _____

Contact Person _____

Address _____

Phone _____ (home) _____ (business) _____ (fax)

Email address _____

Date room desired _____

Time _____ a.m./p.m. to _____ a.m./ p.m. Meeting starts at _____ a.m./p.m.

Purpose of meeting _____

Expected attendance _____

In the event of a library building emergency or a weather related emergency, meetings may be cancelled.

Use of the Gates Computer Lab does not constitute Library endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

Organizations using the Gates Computer Lab must comply with all applicable state and federal laws, such as hiring an interpreter or providing auxiliary aids required under the Americans with Disabilities Act when requested by the public.

Library staff will not take or deliver messages for attendees.

I have read and understand the policy use statement. I also declare that I/the organization will be responsible to the Decatur Public Library for any damage to Library property incurred during or in connection with this meeting.

date of application

signature

Approved by _____

**PLEASE RETURN THIS FORM TO LIBRARY ADMINISTRATION
FAX (217) 233-4071**