



---

## Digital Commons Co-working Space (Dream Lab) Policy

The DC Public Library Digital Commons Dream Lab is a collaborative, shared space for small organizations, groups, and individuals using information technologies to develop and sustain new ventures.

Workspace is reserved for members on a first-come, first-served basis during library open hours. Assigned areas are not permitted. All Dream Lab Members must be a DC Public Library cardholder. In exchange for free co-working space in the Dream Lab, each individual or organizational members is required to provide a minimum of one (1) hour of public programming per month related to information technologies and/or digital literacy. The public programs are subject to approval by the Digital Commons Manager or DCPL Administration. DCPL reserves the right to utilize all or part of the designated space for library events and programs. Advance notice will be provided whenever possible.

Meeting spaces in Digital Commons for the purpose of digital collaboration are available during open hours via the DCPL reservation system (*MLK Digital Commons*) subject to approval by the Digital Commons Manager or DCPL Administration. Meetings may be booked up to thirty (30) days in advance for periods up to four (4) hours per session. Exceptions may be made at the discretion of the Digital Commons Manager or DCPL Administration. Failure to arrive within fifteen (15) minutes of the reserved time may result in forfeiture of the workspace. There is no charge for use of the collaborative meeting spaces. DCPL reserves the right to change or cancel reservations at any time and for any reason, at the discretion of library staff.

Permission to meet in or be a Dream Lab Member in Digital Commons in no way constitutes endorsement by the District of Columbia Public Library or its Board of Trustees of the policies or beliefs of the organization or individual using the facilities. No advertisement or announcement implying such endorsement is permitted. The collection of funds or any other thing of value is prohibited.

Authorized library staff may enter and remain in a meeting room at any time during a scheduled meeting or event. The library reserves the right to attend any meeting held in its facilities (except executive sessions of governmental bodies) to ensure that no unlawful activities occur on library premises.

Dream Lab use is subject to the Library's Rules of Behavior Policy.

The membership application and additional information may be found [on the Digital Commons page](#).