



PRESCOTT PUBLIC LIBRARY

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PRESCOTT, AZ 86303

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POLICY FOR USE OF THE LIBRARY MEETING ROOM

Overview:

The Prescott Public Library welcomes the use of its Meeting Room by organizations engaged in educational, cultural, civic, intellectual and charitable activities or activities requiring the use of library materials. The meeting room facilities shall be made available to such groups on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use. Organizations or individuals may not use the Meeting Room solely for commercial purposes that does no more than propose a commercial transaction, including but not limited to solicitation of products or services. The Meeting Room may not be used for private social events, religious worship services, or for any activities that are misleading, unlawful, related to an unlawful activity, or would be disruptive of staff's work or patrons' reasonable use of any library facilities.

The City may not use its Library Meeting Room to influence an election. **A.R.S. § 9-500.14**

The Library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt or cancel established reservations upon reasonable notification to the organization. Use of the Meeting Room does not constitute the library's endorsement of viewpoints expressed by participants in the program. No organization meeting at the library shall use the library as its official address.

Application Procedure:

- A. All application forms must be completed by an adult member (18 years or older) of the requesting organization.
- B. Organizations/groups must submit *one* application per organization/group to the Meeting Room Coordinator at least two weeks, but not more than six months (180 days) in advance of the dates requested. Meetings or programs sponsored by the Prescott Public Library or the City of Prescott will be given priority in the scheduling of the Meeting Room, after which all other requests will be considered on a first come, first served basis.
- C. There is no charge for use of the meeting room. No fee may be charged, no collection may be taken at the door, and no purchase may be required of those who attend.

D. Requests for a meeting room can be made remotely by accessing the online reservation system at www.prescottlibrary.info. If an individual or group is unable to apply online, a paper application can be submitted in person, by fax, or by mail. Applicants can contact the Meeting Room Coordinator at ppl.room.reserve@yln.info or 928.777.1521 to request a paper application be mailed or faxed to them or an application can be printed from the library web page at www.prescottlibrary.info.

E. If the application is approved, the requested date will be entered on the online reservation system and regarded as confirmed. A notice of confirmation will be mailed or emailed to the responsible member of the organization.

F. The Meeting Room Coordinator must be notified of any cancellations. **Failure to do so will affect future reservation status and may result in the cancellation of future reservations.**

Use of Meeting Rooms:

- ◆ All meetings must be open to staff, public, and the press. Individuals/groups using the Library Meeting Room may not discriminate on the basis of race, sex, color, creed, national origin, religious belief or handicap, against any person requesting admission to the meeting.
- ◆ The Meeting Room shall not be used in any way that materially interferes with the operation of the Library or which causes a threat to the safety of library patrons or city property.
- ◆ Smoking and alcoholic beverages are not allowed in the meeting room or in any area of the library except for duly authorized library sponsored events.
- ◆ Users are responsible for setting up and arranging chairs, tables and equipment for their meeting. The room must be cleaned of all litter and left in good order at the end of the meeting. Equipment is available for use as listed on the room use application. **The meeting room user must be knowledgeable in equipment use, the library does not provide training.**
- ◆ In the event of a Library building emergency or weather-related emergency, meetings may be canceled.
- ◆ The Meeting Room is available for use during regular library hours. **Meetings/programs must finish 15 minutes before the library closes.**
- ◆ Light refreshments (coffee, punch, cookies) may be served in the Meeting Room. All refreshments must remain in the Meeting Room. Individuals/groups using the room must provide all supplies and equipment for refreshments and clean up and will be responsible for any and all costs necessitated for cleanup or damages.

- ◆ The library does not provide storage space for property or supplies of groups or organizations using the Meeting Room. The library assumes no responsibility for private property brought into the building.
- ◆ Groups are responsible for supervision of children who may accompany its members. Children shall remain with the user or be supervised by an adult who remains with them.
- ◆ The organization agrees to indemnify and hold the Library and the City of Prescott harmless from any and all claims, suits, damages, costs, losses, and expenses in any manner resulting from or arising out of the organization's use of the room. The library reserves the right to require a certificate of insurance or agreement forms regarding such indemnification.
- ◆ The group must comply with the Americans with Disabilities Act and is responsible for providing qualified interpreters or auxiliary aids upon request and all applicable and all state and federal laws.
- ◆ Library staff cannot take or deliver messages for meeting participants.
- ◆ The contact person for each organization is responsible for ensuring that each member of his or her group is aware of and abides by these regulations. Future use of the Meeting Room may be restricted or denied for any violation of these conditions.

Failure to adhere to any of these guidelines may result in cancellation of the group's reservation.