

	LIBRARY DISTRICT POLICIES AND PROCEDURES		
	Revision Approval:		Date Approved: 11/1/2023
	POLICY: Meeting Room Use Policy	Section 1.10	Page 1

I. PURPOSE

- A. To set forth the primary terms and conditions for public use of library meeting rooms.

II. POLICY

- A. Meeting rooms will be provided at no charge for educational, cultural, civic, intellectual, religious, or charitable activities. Unless required by law, or as otherwise specified in this policy, all functions and events must be free and open to the public.

III. PROCEDURE

- A. The following requirements apply to meeting room use:

1. The following activities are prohibited:

- a) Any activity that would disrupt Library programs or operations.
- b) Commercial programs and programs designed to sell products or solicit business.
- c) Any other activity that is not compatible with the main function of the Library.

2. Money may be collected only for the following:

- a) Fees for non-profit educational institutions, community groups and government organizations to cover the cost of study materials used in classes, workshops, conferences, and similar events, provided the fee is not a requirement for attendance or registration
- b) Voluntary donations, dues, or membership contributions for non-profit organizations
- c) Donations to cover the incidental costs of a non-commercial event (i.e. refreshments)
- d) Registration fees for community-based organization activities (i.e. youth sport leagues)

3. Entrance fees and admission charges are not allowed.

4. People attending an event must not be required to sign in.

- B. The meeting room reservation form must be completed and submitted by an authorized representative for the group or organization. The individual and/or organization that completes and submits the form will be held responsible for ensuring that the room is used in accordance with the policy.

- C. The following limitations on use apply to all groups and organizations:

1. A meeting room at any one library may be used no more than one time per week, unless approved by the Library.

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2. A meeting room may not be reserved more than 90 days before the use is to take place.
 3. Meeting rooms are normally available for use during the library's normal hours of operation, however:
 - a) Meeting rooms will only be available when not needed for activities sponsored in whole or in part by the Library or for government-related activities
 - b) Meeting rooms may be used before or after regular hours of operation
 - (i) Usage is strictly at the discretion of Library District Administration
 - (ii) Library District Administration may charge the requestor to reimburse Library District for after-hour personnel expenses
 - c) Meeting rooms must be vacated at least thirty minutes before the library closes unless other arrangements have been made
 - D. A responsible adult must be present at all times during events for youth under the age of 18.
 - E. Groups and organizations using a meeting room are responsible for:
 1. Setting up the room and for cleanup afterwards, returning the space to its condition prior to the event. Applicants are prohibited from attaching anything to the walls, or anywhere else, that could cause damage to the room.
 2. At the conclusion of the event, furniture must be returned to the configuration established by the Library.
 3. The group, organization and the individual that reserved the room are responsible for any damage to library property and any extraordinary janitorial cost.
 4. Publicizing their own events.
 - F. Food and non-alcoholic beverages may be served in the meeting rooms.
 - G. Meeting room usage is subject to our Code of Conduct Policy 1.03.
- IV. Disclaimers:
- A. The Yavapai County Free Library District reserves the right to revoke permission previously granted to any individual, organization, or entity, if deemed appropriate.
 - B. Any group, organization or individual may be prohibited from using the library meeting rooms for failing to use the meeting room as scheduled or for violating any of the meeting room use provisions set forth above and on the application for use.

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- C. The meeting room applicant agrees to indemnify and hold the Library and Yavapai County harmless from any and all claims, suits, damages, costs, losses, and expenses in any manner resulting from or arising out of the individual's, group, or organization's use of the meeting rooms. The Library reserves the right to require a certificate of insurance or agreement forms regarding such indemnification. Participant agrees to comply with all applicable, federal, state, and local laws.

- D. The Yavapai County Free Library District does not advocate or endorse the viewpoints expressed during any program or the viewpoints and policies of any group or organizations that uses library meeting rooms for an activity or program.

- V. Information regarding meeting room capacity, equipment, and availability are available by contacting your local library or by visiting <http://yavapai.events>.