



PRESCOTT PUBLIC LIBRARY

215 E GOODWIN ST
PRESCOTT AZ 86303

Virtual Meeting Use Policy

Virtual meetings will be provided at no charge to non-profit and non-commercial individuals, organizations or groups engaged in educational, cultural, intellectual, and charitable activities on an equitable basis.

Individuals, groups or organizations may not discriminate, based on race, sex, color, creed, national origin, religious belief, disability, gender identity or sexual orientation against any person requesting admission to the meeting.

- A. The following requirements apply to virtual meeting use:
 1. The following activities are prohibited:
 - a. Any activity that would disrupt the virtual meeting.
 - b. Any program or meeting that is primarily for the direct sales of products, goods or services.
 - c. Personal social functions.
 - d. Any other activity that is not compatible with the mission of the library.
 2. Entrance fees or other incidental charges to attendees are not allowed.
 3. The Standards of Behavior policy applies to all uses of virtual meetings.
- B. The Virtual Meeting Request Form must be completed and submitted by an authorized representative for the individual, group or organization. The individual that completes the application will be held responsible for ensuring that virtual meetings are conducted in accordance with library rules.
- C. The following limitation on use applies to all individuals, groups and organizations:
 1. A virtual meeting may be reserved up to 120 days from the date the request is submitted.
 2. Virtual meetings are available during the library's normal hours of operation. Please contact the Meeting Room Coordinator if virtual meetings are needed outside of the library's normal hours of operation.
 3. Virtual meetings must end at least ten minutes before the library closes.
 4. Reservation time must include the necessary setup time prior to the scheduled virtual meeting.
 5. Virtual meetings will be conducted through a Zoom business account. The account allows up to 300 participants in a meeting.
- D. A responsible adult must always be present in virtual meetings during events for youth under the age of 18.
- E. Individuals, groups and organizations conducting virtual meetings are responsible for the following:
 1. Scheduling meetings through the Meeting Room Coordinator.
 2. Scheduling virtual meeting training through the Meeting Room Coordinator.

3. Notifying virtual meeting participants/attendees of virtual meetings.
4. Advertising and announcements for non-library virtual meetings must include the following statement: Use of virtual meetings by any person, candidate, group or organization does not constitute or imply the endorsement, recommendation, or favoring of the City of Prescott, or any of its officials, employees or contractors acting on its behalf.

Disclaimers:

1. Prescott Public Library recognizes the rights of free speech and free assembly. Permission to participate in a virtual meeting does not in any way constitute an endorsement or approval by the library or the City of Prescott of the beliefs, positions or actions of anyone participating in a virtual meeting.
2. Virtual meeting participants agree 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 individual, group or organizations use of the virtual meeting account. The library reserves the right to require a certificate of insurance or agreement forms regarding such indemnification.
3. Prescott Public Library reserves the right to revoke permission previously granted if deemed appropriate. Failure to adhere to any of these guidelines may result in cancellation of the individual, group or organization's reservation.
4. Any individual, group or organization may be prohibited from participating in a virtual meeting in the future for violating any of the virtual meeting use provisions set forth above and on the request form for use.

Revised: August 2024