



Meeting Room Use Policy

Policy Statement:

Meeting rooms at Prescott Public Library have the primary purpose of supporting library programs and services; and secondarily, to accommodate community groups and organizations for a variety of uses that bring people into the Library.

Prescott Public Library recognizes the rights of free speech and free assembly. Permission to use a library meeting room 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 using the facility.

The 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 meeting rooms. The library reserves the right to require a certificate of insurance or agreement forms regarding such indemnification.

Prescott Public Library reserves the right to revise meeting room reservations when necessary and to preempt or cancel established reservation upon reasonable notification to the individual, group or organization.

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.

Any individual, group or organization may be prohibited from using library meeting rooms in the future for violating any of the meeting room use provisions set forth in this policy and on the application for use.

Meeting Room Usage Guidelines:

Meeting rooms 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. Commercial and for-profit individuals, groups or organizations will be charged according to the fees indicated on the Fee Schedule.

All functions and events must be free and open to staff, public and the press. 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.

Advertising and announcements for non-library programs must omit images of the Prescott Public Library, the Prescott Public Library logo, and the Library phone number. Marketing materials for non-library programs must include the following statement:

“Use of library meeting rooms or other facilities 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.”

Regulations:

A. The following requirements apply to meeting room use:

1. The following activities are prohibited:
 - a. Any activity that would disrupt normal library operations.
 - b. Activities which cause a threat to the safety of the library patrons or City property. The Standards of Behavior policy applies to all use of meeting rooms.
 - c. Any program or meeting that is primarily for the direct sales of products, goods or services.
 - d. Personal social functions.
 - e. Any other activity that is not compatible with the mission of the library.
2. Entrance fees, incidental charges, sales, and donation requests to attendees are not allowed.
3. People attending an event must not be required to sign in.
4. Meeting room doors must remain unlocked at all times while in-use.
5. All signage or decorations that are affixed to the walls, windows, doors, or furniture must not mar finishes or cause damage to Library property when removed. All displays, decorations, and signage must be removed by the user at the conclusion of the meeting.

B. The Application for Meeting Room Use must be completed and submitted to the meeting room coordinator by an authorized representative for the individual,

group or organization. The individual that completes and signs the application will be held responsible for ensuring that the room is used in accordance with library rules.

1. For reservations requiring fees, payment in the form of cash, check or credit card is due within five business days of the approved reservation. The library reserves the right to cancel the room reservation if payment is not received within five business days of the approved reservation.
2. In order to request a refund of fees, the meeting room coordinator must be notified of any cancellations 14 days in advance of the reservation date to receive a refund. Refunds may take up to three weeks from date of cancellation to process. In the event of no notice, or less than 14 days' notice, fees will not be refunded.
3. It is the responsibility of the individual, group or organization to follow all applicable local, state and federal safety rules and regulations.
4. The number of people using the meeting room must not exceed the occupancy limits posted on the reservation form and in the room.
5. Excessive cancellations may lead to privileges being revoked.

C. The following limitation on use applies to all individuals, groups and organizations:

1. A meeting room can be reserved up to 120 days from the application date.
2. Meeting rooms can be reserved for a maximum of 4 hours a day including set up and breakdown time.
3. 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.
4. Meeting rooms must be vacated at least fifteen minutes before the library closes.
5. Meeting room users who arrive more than 20 minutes late will forfeit their reservation and need to submit a new room request.
6. Meeting rooms are available for set up and use during the library's normal hours of operation.
7. No organization or individuals meeting at the Library shall use the Library as its official address.
8. Meeting organizers shall not use the library phone number as the point of contact. The Library will not take messages from patrons wanting to contact the meeting organizer.

- D. A responsible adult must be present at all times during events for youth under the age of 18.
- E. Individuals, groups and organizations using a meeting room are responsible for:
1. Setting up the room for their use and for cleanup afterwards. At the conclusion of the meeting, furniture and equipment must be returned to the configuration established by the library. The individuals, groups or organizations that reserved the room are responsible for any damage to library property and any extraordinary janitorial costs.
 2. Tech equipment is available for use as listed on the Meeting Room Application and/or the online reservation request form. Printed instructions for equipment use are available. The meeting room user must be knowledgeable in equipment use. **If equipment training is needed, please advise the Meeting Room Coordinator during the application process. Technology support may only be provided if staff are available at time of reservation.**
 3. Groups must secure necessary licenses for showing of films, videos, and other media. The Library is not responsible for violation of U.S. copyright laws.
 4. The library does not provide storage space for property or supplies for individuals, groups or organizations using the meeting rooms. The library assumes no responsibility for private property brought in the building.
- F. Light refreshments and non-alcoholic beverages (see Prescott Public Library's Food and Drink Policy) may be served in the meeting rooms. Individuals, groups, and organizations using the meeting rooms 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.
- G. Smoking, tobacco products of any sort, and the use of nicotine delivery smoke-less products (such as e-cigarettes) are prohibited in the meeting rooms and the library.

Information:

For information about meeting room capacity, equipment, or availability, please review the Meeting Rooms webpage on the Prescott Public Library website.