

MEETING ROOM RENTAL AND USE

Policy

The primary purpose of the meeting rooms in the Phoenix Public Library system is to provide facilities for Library programs and services. The secondary purpose of the meeting rooms is to accommodate a wide variety of community uses that will bring people into Library buildings and encourage them to think of the library as a community information center.

Any group may have the privilege of using a Phoenix Public Library meeting room. Three categories of meeting room use are recognized. (1) use by the Library, the Friends of the Phoenix Public Library, or the Phoenix Public Library Foundation for a library program, library staff meeting or library training session; (2) use of the meeting room by any other City of Phoenix agency; and (3) use of the meeting room by any other individual or group.

Phoenix Public Library does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, gender, sexual preference, age or physical limitation. The Library does not advocate or endorse the viewpoints of meeting room users or the topics of the meetings.

Procedures

The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms. The following procedures serve to accommodate the high demand for use of meeting rooms.

1. Meetings may be booked up to two (2) months in advance.
2. Individuals or groups using Library meeting rooms are required to sign a "Contract for Meeting Room Use" and pay required fees to confirm the room booking. Bookings are not confirmed until the required fees, a set up form (if needed), and a signed contract are received.
3. The meeting rooms are not intended to serve as a permanent public meeting location for any group.
4. Notice of cancellation must be given at least 24 hours in advance of a scheduled program. Failure to do so may result in the refusal of future use.

5. Library-sponsored activities have priority and a group may be required to reschedule or relocate a meeting if it is in the Library's best interest. The Library will do its utmost not to interfere with scheduled meetings and adequate advance notice will be given should reservations need to be changed.

Burton Barr Central Library

Room bookings will be held for 48 hours to allow groups to pay required fees and submit the signed contract. After 48 hours, the reservation will be cancelled without further contact with the booking party.

Pulliam Auditorium and Lecture Room ONLY

Meetings may be booked up to six (6) months in advance with a maximum of two (2) bookings allowed in a six (6) month period; only one (1) booking is allowed per quarter. Groups may book up to a maximum of four (4) times per calendar year. Bookings must be made a minimum of fourteen (14) days in advance.

- a. A single booking can be up to a maximum of three (3) consecutive days in one week.
- b. Adults must supervise juvenile groups. It is expected that there will be a minimum of one (1) adult for every ten (10) children using library meeting rooms.
- c. In the event of an emergency, such as a utility outage, the City Librarian or designee may cancel scheduled meetings. If cancellation becomes necessary, the Library will notify the person who made the application. In the event of such a cancellation, the Library shall have no liability for any loss or expense.
- d. No use of meeting rooms will be allowed that is likely to disturb customers in their use of library facilities, impede staff in the performance of their duties, or endanger library customers, staff, building or collection. Groups are responsible for maintaining order and are liable for any damage to library property. All library policies must be adhered to including, but not limited to, the Library Standards of Conduct.
- e. Violation of this policy and procedure may result in the eviction of the group and denial of the applicant's future use of the Library's meeting rooms.

Regulations

1. Set-up, Decoration and Clean-up

The user is responsible for setting up and leaving the room in the condition in which it was found, including the disposal of any waste materials in appropriate receptacles.

Materials may not be affixed to the walls, ceilings, doors or windows. No tape, nails, tacks or other such devices are permitted. Limited decorating, such as floral centerpieces or name tents, are permitted, but certain types of decorations are prohibited.

Restrictions include, but are not limited to:

- Confetti or other items which make cleaning and vacuuming difficult;
- Decorations with metallic glitter;
- Balloons;
- Burning candles, incense, pyrotechnics, or any type of open flame.

A set-up sheet is required when the Burton Barr Central Library Pulliam Auditorium or Lecture Room is booked, and it must be on file with Library Administration at the time reservation is made.

2. Fees and Admission Charges

No fees for admission, or other charges, sales of any kind, or solicitation of funds will be allowed for any non-library sponsored function.

Programs, meetings, seminars, courses in adult education and other events that are sponsored by the Library may include a fee, admission charge or sale of merchandise.

A separate fee schedule outlines the charges for meeting room rentals.

Booking fees are not refundable. If, however, a booking is cancelled by the Library, booking fees will be refunded. Upon request, booking fees may be credited. Credit must be used within three (3) months of initial reservation date.

If food or beverages are provided by the user, a Food Cleanup Fee is required, payable at the time of booking. The fee is refundable only if the meeting is cancelled.

3. Publicity

No group shall state or suggest in any of its publicity that the Library sponsors or endorses the meeting, the group or any particular set of ideas.

The Library's address cannot be used as an address for any group using its Meeting Rooms. The Library's telephone number may not be used as the contact number for registration for the group and its meeting.

No group may imply in its advertising or during the meeting that the Library has sponsored or supports its meeting, group or presentation without first receiving permission in writing from the City Librarian or designee.

Promotional signage for display in the Library at the time of the program must be approved by the Library management before posting. The display of approved signage is limited to one hour prior to the program and the program's duration.

4. *Accounting*

All monies collected for room rental, deposits and/or food charges will be processed using the CLASS system by the cashier.

The bank deposits will be processed by the supervisor at each location and given to the courier and/or security guard for distribution to Dunbar for pickup and transfer to the Chase Bank vault.

- a. The cash receipt entry will be processed as a daily interface to SAP.

The CLASS system will track deposits and payments in full. Reservations are recorded in the reservation calendar at each location

Approved by Library Advisory Board October 19, 2011.