



Yours to Explore

PhoenixPublicLibrary

www.phxlib.org

RULES & REGULATIONS FOR MEETING ROOM USAGE

I agree to abide by the following regulations:

- A. Room reservations are accepted two months in advance, with the exception of the Pulliam Auditorium, Lecture Room and after-hours meeting spaces. For these facilities, reservations are accepted six months in advance with a maximum of one booking per quarter with two weeks' advanced notice.
- B. Payment in the form of cash, check or credit card is due within 48 hours of the approved reservation. Checks should be made payable to "Phoenix Public Library." The Library reserves the right to cancel the room reservation if payment is not made within the 48 hours of the approved reservation.
- C. **Reservation fees are not refundable.** If the reservation is cancelled 7 days prior to meeting date, library staff will allow a reservation credit that must be used within 60 days of the cancelled reservation. A user or organization may only cancel a program twice a year; the credit can be used within 60 days of the cancellation date. The reservation credit is only good at the original reservation location.
- D. If food or beverages are provided by the user, there is an additional \$25.00 fee, payable within 48 hours of reservation. This fee is refundable if the program is canceled. **Alcohol is not permitted.** The use of enclosed Sterno containers with chafing dishes to warm food is allowed, and someone must be in attendance when this is in use. Open flames for cooking and grilling are not allowed.
- E. City employees shall not handle, care for, or act as custodian of any equipment or property at the meeting, and shall not be liable for any loss or damage to such property. The library will not store materials for any meetings.
- F. All attendees are required to abide by the Library Standards of Conduct. The Library reserves the right to eject any disorderly person or persons from the facility. Neither the City nor its employees shall be liable to users for any damages that may result from such action.
- G. It is the responsibility of the user to follow all applicable local, state and federal safety rules and regulations.
- H. Any damage resulting from use of the facility shall be paid by the user.

- I. User is responsible for setting up and leaving the room in the condition in which it was found, including disposal of any waste materials in appropriate receptacles. **Balloons are not allowed in Library facilities. The doors, walls and furniture may not be used for display: i.e. no tape, no nails, etc.**
- J. No admission fees may be charged for a meeting held in a Library meeting room. The user may not buy or sell anything while using the room.
- K. All signage must be pre-approved by Library Management. Handouts may be distributed inside the room only.
- L. Libraries only provide tables and chairs. Additional equipment is the responsibility of the organization or user.
- M. Users not complying with the above regulations may not be allowed future use of any Phoenix Public Library meeting rooms.

The Phoenix Public Library does not sponsor the meeting, event, or program, being held at the rented meeting room. Questions, RSVPs, additional information and notifications should be directed to the person/organization holding the meeting, event or program.

Contact Information

Questions regarding refunds or other meeting room related issues can be directed to the Library at (602) 262-4636 or <http://www.phoenixpubliclibrary.org/askus/Pages/Email-Us.aspx>.

Meeting Room Use and Pricing

Any group may have the privilege of using a Phoenix Public Library meeting room. 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.

Meeting Room rental costs are assessed on an hourly flat rate based on meeting room size.

- Small (under 600 sq ft)- \$5/hour
- Medium (600-1000 sq ft) - \$10/hour
- Large (greater than 1000 sq ft) - \$15/hour

The exceptions to these flat rates are the Burton Barr Library's Pulliam Auditorium and 4th Floor Lecture Room. Please contact the Library for rate and reservation information for these rooms.

Privacy

Phoenix Public Library collects and uses customer personal information to operate Phoenix Public Library websites and deliver requested services. Phoenix Public Library does not sell, rent, lease or otherwise provide its customer lists or customer-controlled information to third parties.