

## MEETING SPACES POLICY

### Policy Statement:

The purpose of Phoenix Public Library's (PPL) meeting spaces are to primarily provide designated and appropriate space in support of library programs and services; and secondarily, accommodate a wide variety of community uses that bring people into the Library. Phoenix Public Library does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, gender, sexual orientation, age, or physical limitation. Phoenix Public Library does not sell, rent, lease or otherwise provide its customer lists or customer-controlled information to third parties.

### Scope:

The Meeting Spaces Policy is applicable to all Phoenix Public Library meeting spaces. Spaces in support of specialty programming and services are only available for PPL designated programming and intended use. For a complete list of reserve-able spaces refer to [Phoenix Public Library's website](#).

### Regulations:

Phoenix Public Library sponsored activities have scheduling and use priority for all meeting spaces within the 17 location system. Individuals and/or groups having reserved meeting space(s) may be required to reschedule or relocate a meeting if it is in the Library's best interest. The Library will do its utmost to not interfere with outside scheduled meetings and provide as much advance notice as possible should reservations need to be changed. The Library reserves the right to limit the number of reservations by any individual, group and/or organization so that all may have a fair opportunity to use library meeting spaces. Individuals, groups and/or organizations using Phoenix Public Library meeting spaces are required to comply with Phoenix Public Library's [Maintaining a Safe and Appropriate Library Environment](#). Phoenix Public Library reserves the right to eject any disorderly person or persons from the facility or space. Users not complying with Phoenix Public Library's Meeting Spaces Policy may not be allowed future use of any Phoenix Public Library meeting space(s).

### Scheduling, Publicity and Use:

- Reservations are generally accepted up to two months in advance. \*Exception: Reservations for Burton Barr Central Library's (BBCL) Pulliam Auditorium and 4<sup>th</sup> Floor Lecture Room are accepted up to 6 months in advance with a minimum two-week advance reservation.
- All reservation times must include set up and break down time as customers are not permitted into the meeting room prior to or after their approved time.
- The Library does not advocate or endorse the viewpoints of meeting room users or the topics of the meeting. No group may imply in its advertising or during the meeting that the Library has sponsored or supports its meeting, group or presentation.
- Phoenix Public Library's telephone number may not be used as the contact number for registration for the group or its meeting.
- Directional signage for display in the Library at the time of the program must be approved by Library Management before posting.
- Any handouts related to the reservation may be distributed inside the meeting room only.
- Each user is responsible for setting up and leaving the meeting room in the condition in which it was found, including disposal of any waste materials in appropriate receptacles during meeting room use time. Any damage to Library property relating to meeting room use shall be paid by the user.
- Phoenix Public Library and City of Phoenix employees shall not handle, care for, store, or act as custodian of any personal equipment or property at meeting. Phoenix Public Library is not liable for any loss or damage to such property.

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### Meeting Room Fees

- Payment is due within 48 hours of approval. The Library reserves the right to cancel the meeting room reservation if payment is not made within the 48 hours of the approved reservation.
- Reservation fees are not refundable. A reservation fee credit will be allowed only if the reservation is cancelled at least 7 days prior to the meeting date. Reservation fee credit(s) must be used within 60 days of the cancelled reservation.
- A user or organization may only cancel a reservation twice a year and have those cancellations eligible for a reservation fee credit a maximum of two (2) times per year.
- The reservation credit is only good at the original reservation location. However, if a booking is cancelled by the Library, booking fees will be credited and may be refunded upon request. Such a credit must be used within 90 days of initial reservation date.
- If food or beverages are provided by the user, there is an additional \$25.00 non-refundable fee.

### Meeting Room Accessories

Phoenix Public Library will only provide tables and chairs. Additional equipment is the responsibility of the individual and/or organization. For additional equipment in Burton Barr Central Library's Pulliam Auditorium and 4<sup>th</sup> Floor Lecture Room, please contact Phoenix Public Library Administration.

### Prohibited

- **Alcohol is not permitted.**
- Collecting fees or donations for admission on Phoenix Public Library property is not permitted. No other charges, sales of any kind, or solicitation of funds will be allowed on-site for any non-library sponsored function.
- Open flames for cooking and grilling are not allowed, however the use of Sterno containers with chafing dishes to warm food is allowed as long as the dishes are attended at all times.
- Materials may not be affixed to the walls, ceilings, doors or windows. No tape, nails, tacks or such devices are permitted.
- Limited decorating, such as floral centerpieces or name tents, are permitted but certain types of decorations are prohibited including:
  - Confetti or other items which make cleaning and vacuuming difficult
  - Decorations with glitter
  - Balloons
  - Burning candles, incense, pyrotechnics, or any type of open flame