A. PURPOSE

Meeting Rooms are designed to meet general informational, educational, cultural and community needs, including activities such as discussion groups, panels, lectures, conferences, seminars, displays, story times, puppet shows and films. Any gathering must not interfere with the library's primary function as a sanctuary for reading, writing and quiet contemplation.

B. POLICY

Meeting Rooms are available for public gatherings of a community, cultural, or educational nature. Examples of events that are NOT allowed in library meeting rooms include, but are not limited to, wedding receptions, birthday parties, money-raising functions and commercial endeavors.

The fact that a group is permitted to use a meeting room does not constitute endorsement by the Library District of the group’s policies or beliefs.

Library District sponsored or co-sponsored programs will always be given first priority in scheduling.

C. DEFINITIONS

**Library District**: The Maricopa County Library District which provides library service to residents of Maricopa County.

**Meeting Rooms**: Space available in a Library District facility for scheduling meetings in an enclosed room. Few branches have meeting rooms for public use.

D. AUTHORITY/RESPONSIBILITY

Requests for use of Meeting Rooms may be made in person, by telephone, or in writing. Requests will be honored on first-come, first-served basis. All applicants are required to sign a Meeting Room User Agreement form.
E. PROCEDURE

1. Meeting rooms are available during the regular library hours only.
   
   a. Single or nonrecurring events may be scheduled no sooner than one month in advance. Groups may not use the room more than once a week.
   
   b. Reoccurring events can be scheduled up to a year in advance for the balance of the calendar year at the time of the policy’s adoption, and thereafter at the beginning of each calendar year. Reoccurring events cannot be scheduled for more than once per month. In the event that there are multiple requests for the same date and time, reservations will be determined by lottery at the beginning of the year. Once secured, a reoccurring event cannot be displaced by another meeting request, unless the reoccurring event is cancelled for that meeting time or for the remainder of the calendar year.

2. Groups must leave the rooms 15 minutes before the Library closes.

3. Meeting Room attendance may not exceed the maximum posted occupancy.

4. Notice of cancellation should be made as soon as possible. After 15 minutes, a group may forfeit its reservation if it fails to appear as scheduled.

5. Smoking and serving of intoxicating beverages in public Meeting Rooms is prohibited. Gambling activities of any type may not take place in library Meeting Rooms. No lighted candles of any kind are allowed on library premises.

6. Library staff shall not be responsible for the physical arrangement of the meeting room or arrangements for refreshments. Tables and chairs are provided in the facility. The Meeting Room must be returned to its original condition and arrangement.

7. Groups holding meetings in Library District facilities assume responsibility for any damage to the room, contents, or equipment. The individual signing the Application for Use of Meeting Room will be designated the person responsible for the condition of the room. Permission to use Meeting Rooms may be withheld from groups failing to comply with Meeting Room policy and from any group that damages the room, carpet, equipment, furniture, or causes a disturbance.

8. Charges will be assessed for cleaning required, or damage incurred, during the use of the meeting room. Failure to pay such charges will result in denial of meeting room use in the future.
9. Groups may not charge admission fees for meetings held in Library Meeting Rooms.

10. Library Management reserves the right to revoke permission to use Meeting Rooms if users violate any part of these regulations. The Library District reserves the right to pre-empt use of Meeting Rooms without notice.

11. The Board of Directors may establish a fee for use of a Meeting Room. ($10.00 fee adopted by the Board of Library Directors on May 2, 2007)

12. The Library District reserves the right to require any user to show acceptable liability insurance coverage for the "intended use."
APPLICATION FOR USE OF MEETING ROOM
Maricopa County Library District
Administration Office
2700 N. Central Avenue, Suite 700
Phoenix, AZ  85004

Date of Application:

Date of Event:

Name of Branch:                                        Name of Meeting Room

Time (Begin/End Time, Including Set-Up/Clean-Up)                          to

Name of Organization/Group:

Person Responsible:  

Address:  

City:                                          State:   Zip Code:  

Telephone (Home):       (Work):

Mobile:                                    Fax:

General Description of Event:

Expected Attendance:

$10.00 fee adopted by the Board of Library Directors on May 2, 2007

The Library District reserves the right to require any user to show acceptable liability insurance coverage for the “intended use.”
I, ____________________________ as the officer/representative of ______________________________
do hereby agree, by signing, to abide by the following regulations:

Maricopa County Library District employees shall not handle, care for, or act as custodians 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 supplies for future meetings.

The library reserves the right to eject or cause to be ejected from the facilities any disorderly
person or persons. Neither the Library District nor its employees shall be liable to users for any
damage that may result from such actions.

Library District needs pre-empt any other scheduled event.

It will be the responsibility of the applicant to follow all applicable local, state and federal safety
rules and regulations.

The applicant shall pay any damage resulting from use of the facility.

Applicant 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.

Library furniture in the Meeting Room is for in-house use only and may not be removed from the
room.

Applicants are to observe access notices posted on doors.

Any person desiring to attend or join any meetings may do so; doors must remain unlocked and
meetings must remain open to the public.

No solicitation or admission fees may be charged for a meeting held in the Meeting Room.

Signs are permitted on the door of the designated Meeting Room during the scheduled meeting.
Handouts may be distributed inside the room only.

Groups not complying with the above regulations will not be allowed future use of the Meeting
Room.

Applicant understands that the room must be returned to its original set-up and cleaned.
Applicant agrees to finish and vacate room 15 minutes before Library closing time.

Having read and understanding the Meeting Room Policy of the Maricopa County Library District,
I hereby relieve the Library District of all responsibility for any injury to, or loss by, any person
attending the meeting and will comply with the rules of the policy.

SIGNATURE OF THE APPLICANT:  DATE:

NAME & TITLE OF APPLICANT:

ORGANIZATION:

☐ APPROVED  ☐ NOT APPROVED

MCLD:  DATE: