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Meeting Room Use Policy

REVIEWED BY LIBRARY BOARD OF TRUSTEES

10/8/02

ADOPTED BY YUMA COUNTY BOARD OF SUPERVISORS 11/18/02

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"Your Information Connection"

Internet Website: www.yumalibrary.org

MEETING ROOM USE POLICY

I. Purpose:

To provide guidelines for the use of the Yuma County Library District (hereafter referred to as the “Library”) meeting room facilities.

II. General Guidelines:

A. The Library reserves the right to preempt scheduled activities when they conflict with Library programs. The Library will make every attempt to give two weeks advance notice. Priority in scheduling the meeting room will be given to the following categories in the order listed:

1. Library’s Youth Services programs
2. Library-oriented meetings, activities, and programs
3. All other groups/organizations on an as available basis

B. All publicity is the responsibility of the applicant and must clearly identify the sponsoring group/organization. The location of the Library may be publicized, but the Library telephone number may not be placed on publicity, as the Library is not a source of information concerning the event. The sponsoring group/organization must use its own telephone number for publicity.

C. The Library cannot be responsible for children of meeting room participants. Children under the age of 10 must be supervised by a parent or guardian at all times.

D. It is understood that the Library assumes no responsibility for any property placed in the facility in connection with a meeting; and that the Library is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.

E. In consideration of the use of a meeting room, each group/organization agrees that it will pay for all damages to any property resulting directly or indirectly from the conduct of any member, officer, employee or agent of the group/organization or any of its participants.

F. Fire Department regulations as posted in the meeting room must be observed at all times.

III. Request for Use:

Reservations may be taken no more than two months prior to the requested date. Although a reservation may be taken by telephone, the reservation is not considered confirmed until the applicant has paid all fees* and submitted a signed original confirmation form. The confirmation form and all applicable fees must be submitted, within three business days of initial request, to the Library Administration Office for each date the meeting room is reserved.

One confirmation form may be submitted to include all reservation dates within the same month. The confirmation form will be reviewed by the Library Administrative Manager, and subsequently retained in the Library Administration files.

Checks must be made payable to Yuma County Library District. A separate check for the refundable damage deposit, if applicable, is required.

The Library should be notified of any cancellation two weeks prior to the scheduled event. If an applicant fails to notify the Library of cancellation two weeks prior to the event, all fees and deposits will be forfeited. In the event that cancellation by the Library is necessary, every reasonable effort will be made to notify the applicant at least two weeks in advance.

IV. Rental Fees:

For-profit groups/organizations will be charged a commercial fee* for use of the meeting room. Government agencies will be charged a government fee* for use of the meeting room.

Non-profit groups/organizations are allowed up to one free reservation per week for a total of four free meetings a month. Additional reservations will be permitted at the commercial rate. In order to qualify as non-profit, the group/organization must present proof of its non-profit status at the time of reservation confirmation. Documents such as bylaws, articles of incorporation, or 501(c)(3) verification must accompany the confirmation form.

All events must be open and free to the public. No admission charges are permitted. Raising, collecting, soliciting, or exchanging of funds will be permitted upon payment of commercial fee. Raising, collecting, soliciting, or exchanging of funds is considered commercial, regardless of what other classification may apply to the group/organization (non-profit, charitable, tax-exempt, private).

The meeting room is not to be used for individual studying and/or reading at no charge. The commercial rate will apply.

V. Room Setup:

Although the group/organization using the meeting room is responsible for the setup of the room, the Library staff will set up the meeting room for a fee.* The group/organization must specify its desired room arrangement at the time of reservation confirmation. A list of room arrangements is available. The room layout may be modified by the group/organization up to 48 hours prior to the event. Changes on the day of the event will carry an additional fee.*

VI. Care of the Room:

The meeting room must be left in clean, orderly condition. The group/organization using the meeting room is responsible for all cleanup. All garbage generated by the event must be removed immediately following the event. Nothing may be fastened or affixed to the walls of the meeting room. Decorations, if any, must be approved by the Library. When food and/or beverages are served in the meeting room, a refundable damage deposit* will be required at the time of reservation confirmation.

VII. Equipment:

Due to lack of security and space constraints, the Library is unable to store a group's equipment and/or supplies for their event.

The Library has limited meeting room equipment available upon request at no charge. Assistive technology is available for members of the audience who are deaf or hard-of-hearing.

The Library does not provide expendable supplies such as paper, pens, pencils, markers, chalk, erasers, tape, scissors, stapler, transparencies, coffee supplies, etc.

VIII. Hours:

Unless prior arrangements have been made, the meeting room is available only during the Library's open hours.

If a group/organization has requested use of the meeting room before the Library's open hours, a member of the group/organization must be the front door attendant. Library staff will not be responsible for the admittance of meeting room participants. Meetings must be completed 15 minutes prior to the Library's closing time.

IX. Parking:

Library meeting room participants may park in the Library District's public parking areas.

X. Deviations from the Policy:

The Library may deny future meeting room privileges, after due warning, for failure to observe the *Meeting Room Use Policy* and its related rules and regulations.

*Please refer to the current *Fines & Fees Schedule*.

RULES FOR MEETING ROOM USE

1. All meetings must be open and free to the public. No admission charges are permitted.
2. Your group is responsible for setting up the meeting room unless other arrangements have been made.
3. Nothing may be fastened or affixed to the walls of the meeting room. Decorations, if any, must be approved by the Yuma County Library District.
4. If your group has requested use of the meeting room before the library opens, a member of your group must act as the door attendant.
5. A refundable damage deposit is required with all reservations.
6. Alcoholic beverages are not permitted in the library.
7. The Yuma County Library District does NOT provide expendable supplies such as paper, pens, pencils, markers, chalk, erasers, transparencies, tape, coffee supplies, etc.
8. Meetings must be completed 15 minutes prior to the library's closing time.
9. The meeting room must be left in an orderly condition. Your group is responsible for all clean-up.
10. Fire Department regulations must be followed. These include no smoking, not blocking exits, and adhering to the number of people allowed in the meeting room.
11. Children under the age of 10 must be supervised at all times by a parent or a caregiver that is 16 years old or older.
12. The *Library Rules & Regulations* must be observed at all times.