

Lisa Mendez – Director Ashley Jones – Deputy Director

Main Library/ District Office

2951 S. 21st Dr. Yuma, AZ 85364 Ph: (928) 782-1871 FaX: (928) 782-9420

Heritage Branch

350 Third Avenue Yuma, AZ 85364 Ph: (928) 782-1871 Fax: (928) 782-0670

Dateland Branch

Dateland Elementary School Avenue 64E & I-8 Dateland, AZ 85333 Ph: (928) 454-2242 Fax: (928) 454-2217

Foothills Branch

13226 E. South Frontage Rd Yuma, Arizona 85367 Ph: (928) 342-1640 Fax: (928) 305-0497

Roll Branch

Mohawk Valley School 5151 S. Avenue 39E Roll, AZ 85347 Ph: (928) 785-3701 Fax: (928) 785-3701

San Luis Branch

Literacy Program 731 N. First Avenue San Luis, Arizona 85349 Ph: (928) 627-8344 Fax: (928) 627-8296

Somerton Branch

240 W. Canal Street Somerton, AZ 85350 Ph: (928) 627-2149 Fax: (928) 627-8345

Wellton Branch

28790 San Jose Ave Wellton, Arizona 85356 Ph: (928) 785-9575 Fax: (928) 785-4410

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 tables and chairs in the meeting room.
- 3. Nothing may be fastened or affixed to the walls of the meeting room or on any wall within the library facilities.
- 4. Decorations, if any, must be approved by the Yuma County Library District Administration Office.
- 5. If your group has requested use of the meeting room before the library opens, approval must be obtained in advance.
- 6. A refundable damage deposit is required for all events.
- 7. All fees must be paid 72 working hours prior to the event.
- 8. Any changes to your reservation or cancellations must be reported 72 hours in advance.
- 9. When food and/or beverages are served in the meeting room, your organization is responsible to leave the meeting room clean and in an orderly condition. Alcoholic beverages are not permitted in the library.
- 10. The Yuma County Library District DOES NOT provide expendable supplies such as paper, pens, pencils, markers, chalk, erasers, transparencies, tape, coffee supplies, etc.
- 11. Meetings must be completed 15 minutes prior to the Library's closing time.
- 12. 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.
- 13. Exterior meeting room doors must remain closed at all times
- 14. The *Library Rules & Regulations*, posted in the meeting room, must be observed at all times.

Revised 12/2018