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Meeting Room Use Policy

Reviewed by Library Board of Trustees 10/8/02

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"Your Information Connection"

Internet Website: www.yumalibrary.org

MEETING ROOM USE POLICY

I. Purpose:

The Yuma County Free Library District's meeting rooms are designed as limited public forums for the community and its civic, cultural, educational, and informational groups and organizations to enhance the Library's role as an institution which connects people with information. The meeting rooms are used primarily for programs and services of the Public Library, but the meeting rooms are also available to organizations for uses consistent with the role the Library plays in the community.

II. General Guidelines:

- A. The Library reserves the right to preempt scheduled activities when they conflict with Library and County programs. The Library will make every attempt to give two weeks advance notice.
- B. Use of the room does not imply Library endorsement of the content and speakers. 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's telephone number may not be placed in publicity, as the Library is not a source of information concerning the event. The sponsoring group/organization must use its own telephone number for all publicity.
- C. The proposed use, or actual use, cannot interfere with the use and enjoyment of the library premises by members of the public, nor can it pose an actual or potential safety hazard.
- D. Children under the age of 10 must be supervised by a care-giver over 16, at all times.
- E. It is understood that the Library assumes no responsibility for any property placed in the facility (including the kitchen) 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.
- F. 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 guests or participants.

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- G. Fire Department regulations and room occupancies as posted in the meeting room must be observed at all times.

III. Request for Use:

All requests must be completed by an adult (18 years or older) member of the requesting organization. The applicant shall be considered the Responsible Party for the organization and the event(s)/meeting(s) being requested. The applicant must arrange for any needed equipment and training in advance, be present during the meeting, and be responsible for room rental fees (if any) and the protection of library property in connection with the meeting.

Non Library sponsored program reservations may not be taken more than two (2) 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 provided all necessary documentation. Once these items have been received, the reservation will be accepted into the system. All applicable fees and documentation must be submitted, at least three business days prior to the event. This applies to each date the meeting room is reserved.

Checks must be made payable to Yuma County Library District. A separate check/cash for the damage deposit is required.

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

Groups are considered non-profit when their mission serves a public, educational, cultural, charitable, or civic purposes and they have 501(c) status; supporting documentation must be provided at the time of reservation confirmation. Non-profits are allowed up to one room, one

time weekly, with a maximum of 4 times a month, at no charge, District-wide.

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Additional reservations will be permitted at the commercial rate.

A refundable damage deposit (Branch specific) is required for all meeting room use. Any loss or damage in excess of the damage deposit is the responsibility of the person reserving the room. This applies to all reservations, including non-profit groups.

All reservations and events by non-profit groups must be free and open to the public; no admission charges or donations are permitted. 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).

Meeting rooms are not available for individual studying and/or reading.

V. Room Setup:

Private groups/organizations using the meeting rooms are responsible for the setup and takedown of the room. Setup and takedown time must be included in the reservation time. A list of possible room arrangements is available

VI. Care of the Room:

The meeting rooms must be left in clean, orderly condition. The group/organization using the meeting room is responsible for all clean-up. All garbage generated by the event must be removed immediately following the event and placed in the appropriate receptacle. With the exception of self-stick paper, nothing may be fastened or affixed to the walls of the meeting rooms without written permission from Library staff.

VII. Equipment/Supplies:

The Library is unable to store a group's equipment and/or supplies prior to, or after their event. The Library is not responsible for the personal property of groups or their members.

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

The Library does not provide copies, but photocopy services are available in the public

areas; associated fees apply.

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The Library has limited meeting room furniture and technology available at no charge. Assistive technology may be available for members of the audience who are deaf or hard-of-hearing. Arrangements must be made in advance for use of any technology.

VIII. Hours:

Unless prior arrangements have been made, the meeting rooms are available only during the Library's open hours. Meetings must be completed 15 minutes prior to the Library's closing time. Attendees must adhere to their scheduled reservation time and must include set up and clean up time in the reservation. Meetings must be over and the room cleaned and vacated 15 minutes prior to the Library's closing time.

If a group/organization has requested use of the meeting room before the Library's open hours, a member of the group/organization is responsible to obtain an access card. Library staff will not be responsible for the admittance of meeting room participants.

IX. Parking:

Meeting room participants will park in the normal Library 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.

XI. Exceptions for Library and Yuma County use of public meeting rooms:

Events sponsored by the Library District and/or its support organizations, and Yuma County, are exempt.

XII. The Library does not offer reservations for the public for the Centennial Heritage Area. The Library does sponsor Library events in that area and also assists with Yuma County events.

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

RULES FOR MEETING ROOM USE

1. All non-profit meetings must be open and free to the public. No admission charges or solicitation of donations are permitted.
2. Your group is responsible for setting up and cleaning up the meeting room.
3. Nothing may be fastened or affixed to the walls of the meeting room with prior written approval.
4. If your group has requested use of the meeting room before the library opens (, a member of your group /organization must obtain an access card from Administration and secure the room following the meeting. Library staff will not be responsible for the admittance of meeting room participants. Alcoholic beverages and tobacco products are not permitted in the library.
5. The Yuma County Library District does NOT provide expendable supplies such as paper, pens, pencils, markers, chalk, erasers, transparencies, tape, coffee supplies, etc. The Library does not provide copies, but photocopy services are available in the public areas; associated fees apply.
6. Meetings must be completed 15 minutes prior to the library's closing time unless other arrangements have been made in advance.
7. The meeting room must be left in an orderly condition. Your group is responsible for all clean up.
8. Fire Department regulations must be followed. These include not smoking, not blocking exits, and adhering to the number of people allowed in the meeting room.
9. The *Library Rules & Regulations*, must be observed at all times.
10. The south exit doors to the meeting rooms must remain completely closed at all times.