

Tabling Policy

I. Purpose

The Yuma County Library District (YCLD) maintains its facilities as limited public forums. This policy establishes the conditions under which exhibits or informational tables may be displayed either inside or outside library buildings. The intent is to support community access to information consistent with YCLD's mission, while maintaining the neutrality, order, and government function of the library.

II. Policy Overview

The library distinguishes between two areas of use:

- **Inside the Facility (Interior Spaces): May be available** for informational use by other Yuma County departments and governmental agencies for official purposes directly benefiting the public.
- **Outside the Facility (Library Grounds):** May be made available to qualified nonprofit organizations, government agencies, or civic groups for community engagement consistent with YCLD policies.

III. Use of Inside Library Facilities

Eligibility

Only the following may request table space inside the library:

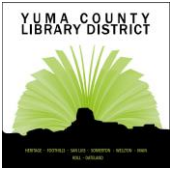
- Yuma County departments (e.g., Health District, Elections, Animal Control, Department of Developmental Services).
- Other governmental agencies in partnership with Yuma County or the State of Arizona.

Permitted Uses

- Voter registration drives (by County Recorder or Elections Department).
- Public health information and screenings.
- County-sponsored outreach events or program enrollment (e.g., housing assistance, veterans' services).

Limitations

- County offices must receive advance approval and coordinate logistics with YCLD administration.
- Table space is subject to availability and may be limited by branch capacity.



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Approval Process

- A request must be submitted via the **YCLD Internal Table Request Form** at least two weeks in advance.
- Final approval rests with the Library Director or designee.

IV. Table Use Outside Library Grounds

Eligibility

The following may request space outside YCLD buildings (e.g., on patios, sidewalks, or designated outdoor areas):

- Local or state government agencies.
- Nonprofit organizations with educational, civic, or cultural missions.
- Community service groups.

Permitted Uses Include

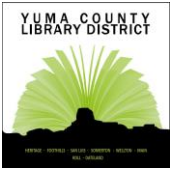
- Public outreach (e.g., census drives, disaster preparedness education).
- Informational booths (e.g., college access, health resources, theology or civic education).

Petitions and Solicitations

Soliciting or circulating petitions for signature outside of the library, or on YCLD property at a distance of 25 feet or more from doorways is considered free speech and protected by the First Amendment.

Persons circulating petitions for signatures and/or leafleting shall not:

- Block, hinder, interfere, or otherwise impede persons and staff wishing to enter or exit library buildings or to use book returns, nor seek to intimidate persons or staff into signing a petition or accepting a leaflet.
- Occupy fire or emergency lanes, or parking spaces and traffic lanes.
- Utilize YCLD's tables and chairs (they must provide their own). Reasonable use of a sunshade is permitted, but cannot impede patron access. Sitting on YCLD benches is permitted; however, they cannot be monopolized.
- Place leaflets or materials on vehicles in YCLD's parking lot.



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- Block doorways, prevent patrons from getting in or out of cars, use abusive or obscene language, or behave in any way which is a patron finds harassing or intimidating.
- Solicit or distribute leaflets for the purposes of selling items, merchandise, tickets, or other for-profit activities and services.

Persons who fail to comply with any of the above policies or procedures will be asked to leave YCLD premises.

YCLD will not assume responsibility for any harm or injury suffered by persons circulating petitions or leaflets, or by those who are signing a petition.

V. General Conditions for All Spaces

- **Neutrality:** Use of space does not imply YCLD or Yuma County endorsement of the views expressed.
- **Behavior:** Agency representatives must remain at their table/booth and may not approach or solicit patrons.
- **Setup & Cleanup:** Organizations are responsible for all setup and removal of materials; nothing may be left unattended.
- **Denial/Removal:** YCLD reserves the right to deny or remove any table or exhibit that violates policy, disrupts library use, or poses safety concerns.

This policy works in conjunction with YCLD's **Patron Code of Conduct**.

Reviewed and approved by the

YUMA COUNTY LIBRARY BOARD OF TRUSTEES 09/09/25

Adopted by the YUMA COUNTY BOARD OF SUPERVISORS 10/20/25