City of Mesa Library Policy for Public Use of Meeting Rooms

All organizations, groups and persons using the library meeting rooms must abide by the following regulations:

1. Meeting rooms in libraries are provided free of charge for library and library sponsored programs, and for nonprofit community sponsored programs which are educational, cultural, or civic in content. Commercial programs, for-profit and personal social functions are not permitted. Library sponsored and approved government and staff-related activities have priority.
2. All functions must be free and open to the public. No exchange of money is allowed. This includes solicitation of donations or payment of registration or membership fees.
3. Community groups may schedule rooms up to 60 days in advance counting the current month. (For example, on April 10, a meeting room may be scheduled through June 10.)
4. Groups are responsible for providing all equipment or materials they require. The Library will only supply tables and chairs.
5. City employees will not handle, care for, or act as custodian of any equipment or property at the meeting, and will not be liable for any damage to such property. The library will not store supplies for future meetings.
6. The user 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. The doors and walls may not be used for display: i.e. no tape, no nails, no thumbtacks, etc.
7. No signs shall be posted in public areas for purposes of advertising prior to or during the use of the room.
8. Food is not permitted except for library/city functions. Drinks in unbreakable containers with lids will be permitted at all functions. No food or drink preparation will be allowed.
9. No lighted candles or incense of any kind are allowed on library premises.
10. At the discretion of the librarian, youth groups may be asked to have an adult sponsor present.
11. NO EARLY ARRIVALS. Meeting rooms will be available for the exact time the room has been reserved for.
12. Rooms are available for reservations during the following hours:

MAIN LIBRARY	RED MOUNTAIN AND DOBSON RANCH BRANCH LIBRARIES
Monday-Thursday: 10:30 a.m. - 6:30 p.m.	Tuesday and Wednesday: 10:30 a.m. - 6:30 p.m.
Friday and Saturday: 10:30 a.m. - 4:30 p.m.	Thursday – Saturday: 10:30 a.m. - 4:30 p.m.

13. The noise or activity generated by the meeting may not interfere with others using the Library.
14. Please arrive on time for reserved meeting rooms. If the responsible party does not check-in within the allowed 15 minutes grace period, the person(s) may lose their room reservation if another person or group requests its use.
15. The Library reserves the right to revoke permission to use meeting rooms at the discretion of the Library Director if users violate any part of the policy or any reasonable request of Library staff. Groups that are warned three times when they do not follow meeting room policy/procedures will not be able to use the rooms at any location again.

I am the responsible party for a group that wishes to use a City of Mesa Library Meeting Room. I have read, understand and agree to comply with this policy. I accept full responsibility for the condition of the room and my group's behavior while in the Library. *This form must be filled out each time a person or group uses a meeting room.*

_____ on behalf of _____
Name of Responsible Party Name of Group

_____ _____
Address Phone Number

Room being used (capacity):

- ☐ Main Library Board Room (capacity 20)
- ☐ Main Library Saguaro Room (capacity 110)
- ☐ Main Library Study Room 1 (capacity 6)
- ☐ Dobson Ranch Meeting Room (capacity 75)
- ☐ Red Mountain Conference Room (Minimum 5, Max 40)
- ☐ Red Mountain Multi-purpose/Program Room (capacity 190)

_____ _____
Date room is being used Time room is being used