

Payson Public Library

328 N. McLane Rd.

Payson, AZ 85541

928-474-9260

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MEETING ROOM POLICY & FORM

The Payson Public Library meeting room is available to local clubs, not-for-profit groups, businesses and government entities for meetings, workshops, and seminars. The meeting room may not be used for private parties or events. The Library reserves the right to refuse usage for any meeting that would be incompatible with the environment maintained at the library or the use thereof by its patrons for library purposes. All groups using the meeting room shall conduct themselves in a quiet, peaceful and orderly fashion that does not disrupt or annoy library patrons.

Any applicant who advertises, posts, or distributes any promotional materials, or otherwise provides any notice of a meeting that will take place at the Payson Public Library Meeting Room shall (1) clearly identify the applicant as the sponsoring entity and (2) indicate that the applicant is NOT affiliated with the Town of Payson in all advertising and promotional materials.

The meeting room can accommodate seating at tables for eighty-four (84) people. Kitchen facilities may also be available upon request. The Library staff cannot provide any assistance with the operation of any group's equipment. Wi-Fi is available within the library, including the meeting room, however, we have limited bandwidth available. There is not a phone line in the meeting room. The Library does not loan tables, chairs, or any other equipment for meetings outside of the library. A VCR/DVD player and a projector are available for use within the library meeting room, this equipment must never be removed from the library. Library staff may not be available to assist with the operation of this equipment. If such equipment is found to be damaged or dysfunctional in any way after use by your group, repair fees will be so incurred. If damage is noted at time of use, inform Library staff *immediately* for inspection and notation.

FEES: Non-profit groups with 501C-3 paperwork or any government agency may use the meeting room free of charge, so long as the meeting held is free and open to the public. **For classes or seminars where fees are charged for attendance or for any business or for-profit group, we will charge \$100.00 for up to 4 hours meeting room of use, and \$25.00 for each additional hour.** (If you are in doubt as to your status, profit or non-profit, you must have a 501-C-3 to be considered non-profit.) **Non-profit groups must attach a copy of their 501-C-3 form to a copy of our policy when it is submitted to us.** There is a **\$15.00 fee** to use the kitchen for ANY and ALL uses, including cooking (stove or microwave), use of sinks for water/cleanup and for any use of the refrigerator. **You must bring your own supplies (i.e., napkins, dishes, utensils, cooking supplies, coffee supplies including coffee pot, etc).** **The kitchen must be cleaned before you leave.** An additional \$15.00 fee will be imposed if the kitchen is not cleaned, and kitchen privileges revoked. If your group is paying to use the meeting room, the kitchen use fee will be waived. Smoking and alcoholic beverages are prohibited. The meeting room will be set up in a standard fashion.

→ **You may move the furniture around to accommodate your special needs, however, it must be returned to its original setup before your group leaves, or a \$25.00 fee will be imposed and your privileges revoked.**

→ **The room must also be cleaned up before you leave, i.e. tables washed, white boards cleaned, trash dumped, floor vacuumed, etc. We do not have the staff or resources to clean up after gatherings, so this policy will be strictly enforced.**

The Meeting Room may not be reserved on any day that the Library is closed. No club, group, or entity may reserve the Meeting Room for more than two times per month. Meeting room reservations can be made up to 6 months in advance. Library staff reserves the right to reschedule any scheduled use of the Meeting Room for a Library emergency or a Library or Town sponsored event. If rescheduling is necessary, the Library will endeavor to provide advance notice. The Town and Library sponsor a number of yearly events, including, but not limited to the Summer Reading Program during June and July.

If your group has signed up for a regular time, they must notify the Library if they will not be meeting in the Meeting Room, or are taking time off during the summer, or on holidays. **Groups who repeatedly fail to use the meeting room as scheduled and who do not provide a 24-hour cancellation notice may be denied use of the Payson Public Library Meeting Room for one year.** The Library is not open for some holidays, so it is your responsibility to make alternate arrangements if your meeting falls on a holiday. Holiday parties may require a different time depending on the size of your group and if you need to use the kitchen. Please schedule in advance if you have any kind of special arrangements.

The Library may be available before or after regular hours if scheduled in advance. Use of the library outside of regular hours requires that a member of your group pick up a key from the circulation desk. If a key is required to open the meeting room when staff is not present, you will be asked for a government issued photo I.D. and be responsible for properly securing the building at the end of your meeting (unless staff is present at that time). You may pick up the key 24 hours in advance if necessary (during regular library hours), and it must be returned in its container in the book drop immediately after the meeting has concluded and the building has been locked up. There are NO EXCEPTIONS. There will be a \$50.00 charge if the key is lost. Groups who do not properly secure the building after their meeting will not be permitted to use the library meeting room after hours in the future.

When using our Wi-Fi for computer internet access, our Library Internet Policy will be in effect and strictly enforced.

→ **Library staff *will not* be available to operate any equipment, nor help with set up or cleaning of the meeting room.**

→ **Exterior and interior doors must be closed and cannot be left propped open.**

→ **For statistical reasons, the attendance sheet provided on the meeting room door must be filled out and given to a Library staff member at the close of each meeting.**

→ **It is *YOUR RESPONSIBILITY* to notify everyone in your group that they must park in the large south quadrant of the parking lot. **STAFF PARKING IS ALWAYS RESERVED FOR LIBRARY STAFF AND VOLUNTEERS.** Please inform all attendees that the parking spaces in front of the Library entrance are reserved for patrons who are coming to use and/or visit the Library.**

→ **The delivery driveway next to the back door is not a parking space, but may be used for loading and unloading supplies for your meeting.**

Thank you.

By signing this agreement to use our Meeting Room, you are agreeing to all of the above.

Please fill in the following information (required):

Name of Club, Group or Organization:.....

Nature of Meeting/Content:.....

President/or Responsible Party: Name.....

Address:.....Phone:.....

Name of one other contact for group in emergency:.....Phone:.....

Day of Month:.....

Time of Meeting(s):.....

Capacity: Maximum 84 people

One Time Meeting (or) Regularly Scheduled Meeting (circle one)

Need: Kitchen Facilities (\$15.00 fee) YES NO (circle one)

Check in the amount of \$.....enclosed, if applicable (for use of meeting room or kitchen)

A copy of this signed document must be on file at the Library before actual use of the Meeting Room.

Signed_____ Date_____

Revised 10/03/2014 ECL

Comments: