



Pima County Public Library

www.library.pima.gov

Meeting Room Use

Purpose

To set forth the primary terms and conditions for public use of library meeting rooms.

Policy

Meeting room facilities in libraries are provided at no charge to organizations engaged in educational, cultural, civic, intellectual or charitable activities. Commercial programs and programs designed to solicit business are not permitted. Personal social functions are not permitted.

An authorized representative for the group must complete the Application for Meeting Room Use. Public inquiries regarding any group's meetings will be referred to the contact person on the application form.

The library does not guarantee that a meeting room will be available to a group at a specific time. Library and government purposes, such as library programs, staff meetings or government-related activities, have scheduling priority.

Any group or individual may be prohibited from using library meeting rooms for one (1) year for failing to use the meeting room as scheduled or for violating any of the meeting room use provisions set forth on the application form or in this policy.

The following requirements apply to meeting room use:

1. All functions and events must be free and open to the public, therefore, except for library-related purposes, no money may be collected.
2. Groups shall not require audience members or participants to sign in.
3. Any community group may book a meeting room. The individual that completed the application form will be held responsible for ensuring that the room is used in accordance with library rules.

4. Unless allowed by the library manager, community groups may use a meeting room no more than three times in a three-month period.
5. Community groups may schedule a meeting room no more than 90 days in advance. When a study room is not available, literacy tutors and other individuals may use a vacant meeting room at the discretion of the library manager, but may not reserve a meeting room in advance.
6. Meeting rooms are available for group use during the hours the library is open to the public. Meeting rooms may be used before or after regular library hours at the discretion of the manager.
7. Youth groups must have an adult sponsor present at all times.
8. Groups are responsible for publicizing their own events. The Library will, however, include community meetings in its on-line calendar of events.
9. If the group intends to run advertisements in the media or otherwise advertise their program, a copy of each advertisement must be submitted to Library Administration for approval prior to printing or airing the ad.
10. Groups may bring and use their own audio visual or computer equipment. Wireless Internet access is available in all library meeting rooms. Some library audio visual equipment may be available for use and must be reserved in advance. Library staff will not assist with the operation of any equipment.
11. Food may be served.
12. Smoking and alcoholic beverages are prohibited.
13. Groups must vacate the meeting room ten minutes before the library closes, except where other arrangements have been made with the manager.
14. Groups are responsible for setting up the room for their use and for cleanup afterwards. At the conclusion of the meeting, furniture must be returned to the configuration established by the library.

For information about meeting room capacity, equipment or availability contact your local library or check out our facilities at www.library.pima.gov.

The Pima County Public Library does not advocate or endorse the viewpoints expressed in any meeting or the viewpoints and policies of organizations that use library meeting rooms.