

Meeting Room Use Policy & Application

Isabelle Hunt Memorial Public Library

P.O. Box 229 • Pine, Arizona 85544

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<http://pinelibrary.inpayson.com>

Purpose:

The primary purpose of the library meeting room is to provide a facility for use by the library for library related activities, and secondary, by the general public of the Pine/Strawberry area for educational, cultural, social or civic groups.

Rules:

1. **Deposit.** A \$50.00 cleaning deposit is required. It must be made at least one week before the meeting date. If the room is available and a reservation is made less than a week prior to the meeting date, the deposit must be made when the room is reserved. Failure to leave the room clean after an event will result in forfeiture of both the \$50.00 deposit and the right to rent the facility at any future time.
2. **Liability Insurance.** The Isabelle Hunt Memorial Library has liability insurance to cover functions sponsored by the library. All other users must furnish the Isabelle Hunt Memorial Library with proof that they have a minimum of \$1 million of liability insurance. Proof of insurance naming the Isabelle Hunt Memorial Public Library as an additional insured party must be given to the library prior to use of the meeting room.

The library does not assume liability for injury or damage to personal property, which occurs as a result of the actions of the group, organization or participants in meetings scheduled in the meeting room.

3. **Availability.** Library programs or functions take priority over any group requesting the use of the room. The Library Manager will authorize the use of the meeting room.
4. **Fee.** A fee of \$20.00 for a half day or \$30.00 for a full day use will be charged for any organization or group not sponsored by the Isabelle Hunt Memorial Library. Payment of fee must be made prior to use.

If an organization signs a 12-month agreement, a fee of \$20.00 per meeting will be charged.

5. **Reservations.** Users wishing to use the meeting room must complete a Meeting Room Application form. Reservations must be made by an adult member of the group. Youth groups may use the room if a responsible adult is present at all times. The person filling out the application shall be the contact person, unless specified otherwise. Requests should be made as far in advance as possible. The library should be notified if a meeting is cancelled.

The library reserves the right to move your scheduled date/time in the event of a library emergency or a special event.

6. **Seating Capacity.** Attendance must not exceed the posted capacity of 100.

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1. **Restrooms.** There are no onsite restrooms in building. Access to restrooms in Cultural Hall building will be provided
2. **Keys.** The key to the meeting room will be available from the library manager during regular business hours of the Isabelle Hunt Memorial Library. It is the group or organization's responsibility to return the key immediately after the meeting. Should the library be closed, it is permissible to place the key in an envelope and drop it in the book drop. There will be a charge of \$50.00 should the key be lost.
3. **Refreshments.** Refreshments may be served. Any group or organization will need to furnish their own equipment, food and supplies. Clean up and trash removal is required after the meeting
4. **Setup and Cleanup.** Library personnel are unavailable to set up, operate any equipment or clean the meeting room. The user is responsible for leaving the room in the original condition it was found. Heat/cooler and lights should be turned off and all doors locked.

The library will provide the use of a vacuum and disinfectant to clean up the room prior to leaving.

5. **Publicity.** The use of the meeting room by any non-library organization shall not be publicized in such a way as to imply library sponsorship, unless the library is co-sponsoring the event.
6. **Responsibility.** The use of the meeting room is a privilege and not a right and is subject to the library's sole and exclusive discretion. If a group fails to abide by the *Isabelle Hunt Memorial Public Library Meeting Room Use Policy* future use may be refused. The library reserves the right to deny the use of the meeting room to any group or organization.
7. **Utility Charge** – During colder months the gas will be turned on to heat the building. Each organization agrees to pay for gas used. The gas meter will be read prior to and at the conclusion of using the room. Each organization will be charged for the amount used at the rate the library is charged. A bill will be mailed to the organization shortly after the use of the room. If your organization is a regular user, a bill will be mailed out monthly.

Restrictions:

1. No organization other than the Friends of Pine Library may use the name, address, or telephone number of the Isabelle Hunt Memorial Library as its address.
2. Groups and organizations must comply with the Americans with Disabilities Act.
3. **NO ALCOHOLIC BEVERAGES** are allowed in the building or on CERCA property.
4. **NO SMOKING** is allowed in any building on the CERCA property.

Board Approved September 20, 2005, Revised May 15, 2008

ISABELLE HUNT MEMORIAL PUBLIC LIBRARY
Meeting Room Application

The Isabelle Hunt Memorial Public Library makes its meeting room available. In so doing, the library expresses no endorsement of, nor concurrence with, the action or statements of these groups.

The Isabelle Hunt Memorial Public Library complies with the Americans with Disabilities Act (ADA). If requested, groups and organizations using the library meeting room must provide accommodations for persons with disabilities. Groups unable to provide needed accommodations will not be allowed to meet.

The use of a library meeting room is a privilege and not a right and is subject to the library's sole and exclusive discretion. The library reserves the right to deny the use of the meeting room to any group.

GROUP/ORGANIZATION: _____

MEETING DATE: _____ TIME MEETING BEGINS: _____ ENDS: _____

NATURE OF MEETING: _____

NUMBER EXPECTED TO ATTEND: _____ CONTACT PERSON: _____ ALTERNATE: _____

ADDRESS: _____

WORK PHONE: _____ HOME PHONE: _____

I have read the *Isabelle Hunt Memorial Public Library's Meeting Room Policy* and agree to follow the rules set forth.

Date _____

Signature

FOR LIBRARY USE ONLY:

DATE RESERVED _____ RESERVED BY _____
DEPOSIT RECEIVED \$ _____ CHECK NUMBER _____
PAYMENT RECEIVED \$ _____ CHECK NUMBER _____

Board Approved September 20, 2005