



Isabelle Hunt Memorial Public Library

PO Box 229

Pine, Arizona 85544

Phone: 928/476-3678 Fax: 928/476-2914

<http://www.pinepubliclibrary.com>

Meeting Room Use Policy & Application

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 for neighborhood community groups and non-profit organizations for educational, cultural, civic, intellectual or charitable activities.

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. **Prohibited Activities** include commercial programs and programs designed to sell products or solicit business, personal social functions, or any other activity that is not compatible with the main function of the library. Entrance fees and charges are not allowed. People attending an event must not be required to sign in.
3. **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.

4. **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.
5. **Fee.** A fee of \$25.00 for a half day or \$35.00 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.
6. **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 responsible contact person, unless specified otherwise. Requests should be made as far in advance as possible. The library must 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. The library reserves the right to revoke permission previously granted if deemed appropriate.

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

Meeting Room Use Policy

8. **Restrooms.** There are no onsite restrooms in building. Access to restrooms are available in the SCAF building or a porta potty is located on the south side of the Cultural Hall.
9. **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 the book drop at the library. There will be a charge of \$50.00 should the key be lost.
10. **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
11. **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 configuration & condition in which it was found.
 - Heat/cooler and, lights must be turned off and all doors locked.
 - Refrigerator should be turned off and refrigerator door left open.
 - The library will provide the use of a vacuum(s) & disinfectant to clean up the room prior to leaving.
12. **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.
13. **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.
14. **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 by the group/organization prior to and at the conclusion of using the room and given, in writing, to the library staff. Each organization will be charged for the amount used at the rate the library is charged. A bill will be mailed to the organization on a routine basis.

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 November 20, 2019, July 2022