



## PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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### **Purpose:**

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

### **Policy:**

Meeting rooms will be provided at no charge to neighborhood community groups and non-profit organizations for educational, cultural, civic, intellectual or charitable activities.

## **All functions and events must be free and open to the public.**

- A. The following requirements apply to meeting room use:
  1. The following activities are prohibited:
    - a. Any activity that would disrupt Library programs, quiet use or operations;
    - b. Commercial programs and programs designed to sell products or solicit business;
    - c. Personal social functions; or
    - d. Any other activity that is not compatible with the main function of the Library system.
  2. Money may be collected only for the following:
    - a. Fees of a non-profit educational institutions, community groups and government organizations to cover the cost of study materials used in classes, workshops, conferences and similar events, provided the fee is not a requirement for attendance or registration;
    - b. Voluntary donations, dues or membership contributions for non-profit organizations;
    - c. Free will collections to cover the incidental costs of a non-commercial event (i.e. refreshments); and
    - d. Registration fees for community based organization activities (e.g. youth sport leagues).
  3. Entrance fees and admission charges are not allowed.

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4. People attending an event must not be required to sign in.
- B. The Application for Meeting Room Use must be completed and submitted by an authorized representative for the group or organization. The individual that completes and signs the application will be held responsible for ensuring that the room is used in accordance with library rules.
- C. The following limitations on use apply to all groups and organizations:
1. A meeting room at any one library may be used no more than three times in a three-month period;
  2. A meeting room may not be reserved more than 90 days before the use is to take place;
  3. Meeting rooms are normally available for use during the library’s normal hours of operation, however:
    - a. Meeting rooms will only be available when not needed for activities sponsored in whole or in part by the Library or for government-related activities; and
    - b. Meeting rooms may be used before or after regular library hours of operation, strictly at the discretion of the manager.
    - c. Meeting rooms must be vacated at least ten minutes before the library closes, unless other arrangements have been made with the library manager.
- D. A responsible adult must be present at all times during events for youth under the age of 18.
- E. Groups and organizations using a meeting room are responsible for:
1. Setting up the room for their use and for cleanup afterwards. At the conclusion of the event, furniture must be returned to the configuration established by the library. The group, organization and the individual that reserved the room are responsible for any damage to library property and any extraordinary janitorial cost; and
  2. Publicizing their own events. A copy of all advertisements and announcements must be submitted to Library Administration for approval prior to printing or airing the ad or announcement. The Library has the discretion to include announcements of community meetings in the Library’s on-line calendar of events.
- F. Food and non-alcoholic beverages may be served in the meeting rooms.

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G. Smoking, tobacco products of any sort, and the use of nicotine delivery smoke-less products (such as e-cigarettes) are prohibited in the meeting rooms and library facility.

**Disclaimers:**

1. The Pima County Public Library reserves the right to revoke permission previously granted if deemed appropriate.
2. Any group, organization 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 above and on the application for use.

The Pima County Public Library does not advocate or endorse the viewpoints expressed during any program or the viewpoints and policies of any group or organizations that uses library meeting rooms for an activity or program.

**Information:**

For information about meeting room capacity, equipment or availability contact your local library or check out our facilities at [www.library.pima.gov](http://www.library.pima.gov) .

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