



Rev. Date: 05-21-08 Pol. No: MGT-3

Adopted by the Library Advisory Board 6-16-04

Public Library System

Meeting Room Use

Policy Statement:

Scottsdale residents will have welcoming, vibrant, and dynamic places to meet and share with others at the Scottsdale Public Library. The following regulations shall apply to all library meeting rooms and are in addition to those set forth in the City of Scottsdale Ordinance #2022.

Regulations:

1. Meeting rooms of the Scottsdale Public Library System are for the use and enjoyment of the general public, and the permittee shall not interfere in any way in that use and enjoyment.
2. Library staff are not responsible for setting up or removing materials from meeting rooms for public or private use. Tables and chairs are provided in each meeting room. At Mustang and Civic Center Library Auditoriums and in an Arabian meeting room, a podium, microphone and projection screen are available upon request. Additional equipment may be available for rent. It is recommended that laptops be tested with the library projection system to determine compatibility prior to the scheduled meeting date.
3. All rental fees shall be paid in full within fourteen (14) days from date of booking. If reserving less than thirty (30) days in advance, rental fees must be paid at time of booking.
4. Reservations will not be confirmed until full payment is received.
5. A 501 (c) (3) will be required to be on file for all non-profit organizations. If the name on the 501 (c) (3) is different than the organization name on the contract, proof of affiliation will be required.
6. Cancellations and amendments must be received thirty (30) days prior to date of use in order to receive a refund.
7. Only one change to an existing contract can be made at no charge. Further changes will result in the issuance of a new contract and incur an additional administrative fee. All contract amendments are subject to additional administrative fees.
8. No signs shall be posted in public areas of the library for purposes of advertising prior to or during the rental. No signs shall be posted in the meeting areas using anything that will injure, mar, or in any manner deface the premises. Any items posted in the meeting area

must be removed at the end of the meeting. The Library cannot advertise programs for rented rooms on its website or in its events calendar.

9. Persons will not be permitted inside any meeting room in excess of the established capacity as follows:

Maximum occupancy: Civic Center Auditorium - 280
 Civic Center Gold/Silver Rooms - up to 25
 Civic Center Study Rooms – 2-4
 Mustang Auditorium - 140
 Mustang Book Discussion Room – up to 40
 Arabian Meeting Rooms – 18 with tables; 28 without tables

10. Food and beverages with lids are permitted.
11. No alcoholic beverages shall be served or consumed (includes religious ceremonies) in the meeting room or elsewhere on library premises.
12. No lighted candles or incense of any kind are allowed (includes religious ceremonies) on library premises.
13. All rooms must be vacated by the indicated end time to allow the facility to close and secure in a timely manner.
14. Meeting rooms and/or equipment must be left in the condition found. Charges will be assessed for any cleaning required or damage incurred during use of the meeting room and/or equipment.
15. A fee for staff coverage will be charged for events occurring outside normal library hours.
16. Groups will be billed for any additional time, space or equipment used that is not listed on the original contract. Set-up/removal time needs to be included in the contract. Meeting rooms will not be open prior to the time listed on the contract.
17. The library cannot store or hold equipment, supplies or other items for room rental customers prior to or between reservations. Items may not be left unattended in study rooms.
18. Individuals or groups with unpaid fees on their accounts will not be able to make future bookings until all charges have been paid.
19. Applicant/Organization shall defend, indemnify, and hold harmless the City of Scottsdale, its officials and employees from and against all claims, damages, losses and expenses resulting from, relating to, or arising out of the Applicant/Organization's use of the facilities. This paragraph shall be inapplicable to any claims, damages, losses and expenses that result from the sole negligence of the City, its officials, employees or agents.
20. If you wish to sell items, collect fees, donations or tithes on City property, you must be registered with the City Tax & License Department. For information, call 480-312-2400.

21. Booking times for Civic Center, Mustang & Arabian Libraries

Start times:	7:30 am M-Fri	End times:	8:45 pm M-Thu
	10:00 am Sat		5:45 pm Fri-Sat
	1:00 pm Sun		4:45 pm Sun

Reservations at Palomino can only be booked during normal operating hours of Palomino.