

# CHANDLER PUBLIC LIBRARY

## Meeting Room Policy

In keeping with Chandler Public Library's service priorities, library meeting rooms are available for use by community groups for informational, educational or cultural meetings and programs when not needed for City meetings, or library programs. The use of the rooms for parties, memorials or other uses that would be disruptive to library business will not be approved. Use of the library meeting rooms does not imply endorsement by the library staff or the Library Board of the viewpoints presented.

### **Section I. Definitions**

**Affiliate Group:** Any MAG member city or subdivision thereof; an official group acting in support of the City of Chandler or the Chandler Public Library, such as the Friends of the Chandler Public Library, library volunteers, or a City-sanctioned citizen's committee or task force; regional and statewide library organizations.

### **Section II. Facility use Priority**

Programs or meetings conducted by:

- A. Chandler City Council
- B. Cultural Affairs or other City divisions
- C. City boards or commissions
- D. Affiliate groups
- E. General public

### **Section III. Scheduling**

Library Administration may limit the number of times that a group may use a facility, during any given period of time or day of the week, if the demand for use of the facility exceeds its availability.

- Any person or group wishing to reserve the use of a library meeting room must have a Chandler Library card in good standing and apply online at [chandlerlibrary.org](http://chandlerlibrary.org).
- The application form shall include the name of the person, persons, group, or organization seeking to use the facility and shall include the name, street, address, and telephone number of the person who will be responsible for the use of the facility if the application is approved. The application shall also contain a general description of the activities to be conducted and the number of persons expected to attend.
- The application shall also contain such additional information as is required to insure that the facility or other library property will not be exposed to damage by the requested use.

- Application through the website is required for the use of library facilities for official City functions, functions sponsored in whole or part by the City, or for affiliate groups as defined in Section I of this policy.
- Applications are accepted on a first-come, first-serve basis, following the priority list outlined above.
- No one will be allowed to enter the library prior to posted opening time.
- Room rental must end 30 minutes before the posted closing time.
- Groups or individuals may reserve facilities for no more than two consecutive days in any week (Sunday through Saturday).
- Groups may hold only one meeting reservation per facility at a time.
- Reservations are taken up to 6 months in advance of the scheduled activity.
- Groups may not schedule for more than 12 days in any 6-month period per facility.

#### **Section IV. Facility Use Generally**

- a) Library Administration shall create such rules and regulations as are deemed reasonably necessary to preserve and protect the library facility and the library in general from physical damage or abuse, and to protect the health and safety of persons using the facility and members of the general public.
- The responsible party will check in at the Desk before using the facility and will check out at the Desk before leaving the building.
  - Rooms are provided as is, with auditorium style seating. If a different seating arrangement is desired, groups will be responsible for set up, clean up and returning the room to its original formation
  - Food and drink, other than finger food and bottled water, are not allowed.
  - Smoking and use of tobacco products are not allowed.
  - The following items are not provided: tables, laptops, cords (VGA or HDMI), microphones, easels/white boards, carts/dollies.
  - Staff is not available for room set up, clean up, tear down, or technical assistance.
  - Per Library Sales and Solicitation Policy, fundraising or the exchange of money on library premises is prohibited unless the event is sponsored by the Cultural Affairs Division, The Friends of the Chandler Public Library, or a City sanctioned event, such as a City award ceremony.

- b) The rules and regulations required by this section shall be in writing, shall be applicable to all applicants, and shall become conditions of the approval of the application. A copy of the policy shall be provided to each applicant.
- c) The responsible party listed in the application shall ensure that no damage is sustained to buildings, furnishings, fixtures, or equipment during use of the facility.
  - Any cleaning required, or damage incurred, during the use of the facility will result in the responsible party being billed for the cost of clean up or repair.
  - No signs shall be posted upon the premises or anything that will tend to injure, mar, or in any way deface the premises.
  - Nails, hooks, adhesive fasteners, tacks or screws will not be installed on any part of the building or premises. Upon approval, signs may be posted only in areas provided for such use.
- d) The applicant shall not use or authorize use of the name “City of Chandler” or “Chandler Public Library” for any purpose in connection with the use of the facility, for publicity or otherwise, except to identify the location of the event. Unapproved use of the name “City of Chandler” or ‘Chandler Public Library” shall be grounds for denial of use of the facility.

**Section V. Meeting Room Fees**

- City of Chandler or Chandler Public Library           No Charge
- Affiliate Group    No Charge
- General Public   \$40 per hour
- Non-profit organization (**Fed Tax ID required**)   \$20 per hour

**Section VI. Maximum Occupancy**

- Basha - 91
- Sunset - 75
- Hamilton - 60
- Downtown Copper Room North – 179
- Downtown Copper Room South – 286

**Section VII. Denial**

- a) Reasons for denial include, but are not limited to:
  - The proposed use or actual use would constitute an unreasonable risk to the health and safety of persons, or of damages to the facility, or any Library premises.
  - The applicant has failed to comply with the stated rules and regulations.

- The proposed use or actual use would or does interfere with the use and enjoyment of the Library premises by members of the public.
- The applicant has failed to comply with the stated rules and regulations in connection with a previous usage.

### **Section VIII. Appeal**

The denial of the facility may be appealed. The appeal shall be in writing and shall be addressed to the Library Administration. Library Administration and the Library Board shall rule on the appeal as soon as possible after the appeal is submitted, and shall notify the appellant of the ruling in writing.