



PRESCOTT VALLEY PUBLIC LIBRARY

MEETING ROOM USE POLICY

Meeting rooms in the Prescott Valley Public Library are designed to meet general informational, educational, cultural, and community needs. The Crystal Room and Auditorium are excluded from this policy (see guideline 14). They are primarily for use by the Library for its programs and services. When not in use by the Library, they may be available for public gatherings of a community, cultural or educational nature. Any gathering must not interfere with the Library's primary function as a place for reading, writing and quiet contemplation.

Permission to use a Library meeting room does not constitute or imply Library endorsement of the aims, policies or activities of any group or organization, or the views expressed in the meeting.

Use of meeting rooms is free of charge. Requests to reserve meeting rooms (except campsites – see below) may be made by calling the Library Administrative Assistant at (928) 759-6188. Requests will be honored on a first-come, first-served basis, subject to availability and/or Library or Town sponsored or co-sponsored meetings.

Meeting Room Capacities and Availability Schedule:

Room Name	Capacity	Reservable	Restrictions
Campsites	4	No reservation needed	First come, first serve
Glassford Hill Room	30	Reservation needed	None
Koole Room	12	Reservation needed	None
PC Lab	20	Reservation needed	No food or drinks

Meeting Room Usage Guidelines:

1. Meeting rooms are open to individuals and organizations engaged in noncommercial/non-profit educational, cultural, or intellectual activities.
2. Meeting room attendance may not exceed the capacities set forth in this policy.
3. Users may not charge admission fees for meetings held in Library meeting rooms.
4. Sale or the advertising for sale of merchandise or other materials for any purpose, including fundraising, during the scheduled meeting or while occupying the meeting room is prohibited.
5. Meeting organizers shall not provide or otherwise advertise any Library facility telephone number as a point of contact for their invitees. All inquiries by patrons regarding scheduled meetings must be directed to the organizers. The Library will not take messages from patrons who wish to contact the meeting organizers.



6. Any printed or electronic publicity or marketing materials advertising a scheduled meeting in a Library meeting room that include the Library's name and address must include the disclaimer "This event is not sponsored by the Prescott Valley Public Library."
7. No signage or decorations may be affixed to the walls, woodwork, ceiling, windows, or furniture using nails, thumbtacks, staples or tape or other adhesives that do not remove cleanly or that mar finishes. All signage, decorations or displays must be removed by Users at the conclusion of the meeting.
8. Users are responsible for the physical set-up of the meeting rooms. At the conclusion of the meeting, Users shall return the meeting room to its original condition and arrangement, and dispose of any trash in the proper receptacles.
9. Not all meeting rooms have the same available equipment. Equipment shall not be transferred from one meeting room to another.
10. The Library is not responsible to provide IT support to Users. Users are responsible for the set-up of all equipment and to be familiar with the equipment provided with the meeting room.
11. Equipment provided by the Library is set up to "plug and play." Acceptable connection methods are laptops, USB drives, CD-ROMs or DVDs. Basic connection cables may be available upon request.
12. Users are responsible to familiarize themselves and their invitees with the posted fire exits and evacuation procedures. In the event of an emergency or drill, follow instructions given by Library or Town staff.
13. The Library reserves the right to cancel a reservation in the event the room is needed by Town Management Services or in case of an emergency closing of the Library facilities.
14. The Crystal Room and the Auditorium are meeting rooms administered by the Town of Prescott Valley (not the Library) and are not subject to this policy. For more information on availability, deposit and rental fees for these rooms, please contact the Town of Prescott Valley Parks and Recreation Department at 928-759-3090.
15. Violations of this policy by any User could result in the denial of future requests to reserve meeting rooms.
16. Any User whose request to reserve a meeting room is denied by the Library Administration for any reason other than lack of availability may appeal the denial by contacting the Library Board of Trustees no later than 30 days after the denial.
17. No food or drink will be permitted in the PC Lab at any time, with the exception of water in a spill-proof container.
18. Cancellation Policy: Be advised that cancellations must be made up to 24 hours before a scheduled reservation via email or phone call. If you call and there is no answer, please be sure to leave a message stating that you are cancelling a reservation. Please note that once you have reserved a room at the Library it means we have reserved the room exclusively for you. If you cancel three reservations less



than 24 hours before it is scheduled to take place, you will be subject to denial of future requests to reserve meeting rooms.

Revised and adopted: May 2, 2023