

Program/Meeting Room Policy

APPROVED: Board of Supervisors

Date: 4/98. Revised 11/5/01; August 2, 2004

If you any questions don't hesitate
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Section: 8500

1. The Mohave County Library District promotes educational, cultural and civic programs. Primary use of the program/meeting rooms are for library related functions, including special library programs, staff meetings, workshops, Friends of the Library, Mohave County Library Citizens' Advisory Committee, group programs co-sponsored with the library, and Mohave County and other government agencies and department meetings. The facilities are made available under the Program/Meeting Room Policy as set forth in paragraph 6-a below, to nonprofit groups to conduct their meetings, and set in paragraph 6-b, to for-profit commercial groups to conduct their business meetings.

2. The Library affirms Article 6 of the "Library Bill of Rights" which states, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

3. The Mohave County Library District Director may grant a permit to use any of the library facilities to any person or organization that furthers educational or cultural objectives that are compatible with the objectives of the Mohave County Library District. These activities include educational lectures, training classes, music recitals, concerts and community meetings that will not be disruptive to patrons and staff. Permission is granted upon the review of the application by the Library Director, Branch Librarian, or designee.

The library reserves the right to revoke or modify permission to use the program/meeting rooms, or to modify conditions imposed on the use of the rooms, in order to adapt to the operational needs of the library or the priority needs of library users cited under this section of the policy. Applications may be denied on the basis of availability of space.

Denial, approval, or modification of an application for use of the program/meeting rooms may be appealed in writing to the Library District Director by the applicant or by any person adversely affected by the decision. The Library District Director will refer the appeal to the County Board of Supervisors whose decision shall be final.

The Library District Director may authorize additional rules that are consistent with this policy and assist in its implementation.

4. Program/Meeting Room Usage Priorities

Library functions and library co-sponsored functions have priority on the use of the program/meeting rooms. Priority for use of the library meeting rooms are as follows:

- a. Library sponsored and/or co-sponsored activities
- b. Other governmental agencies
- c. Nonprofit or charitable organizations, special interest groups, and personal uses on a first come basis
- d. Commercial for-profit organizations, business corporations, business associations, and companies engaged in providing goods and services including education for profit

5. Program/Meeting Room Policy

Exempt Groups And Organizations Not Subject To The Facility Rental Fee.

- a. Definition Of Library District And Library Support Groups.
Any library division, library sponsored or co-sponsored activities, any library Support groups such as Mohave Library Alliance, Friends of the Library, Library Foundation, Welcome, Library Literacy advocates, Net66, AzLA, and AzLA Regional Forum, Arizona, State Library, Archives and Public Records, and other library professional organizations.
- b. Definition Of Government Agencies.
Any political subdivision or agency of the federal, state, county or municipal government (including Councils of Government).
- c. Definition Of Non-Profit Or Service Organizations Or Neighborhood Groups.
Non-profit, service organization, and neighborhood groups or any organization with proof of incorporation as a non-profit entity, duly licensed by, and in good standing with the Arizona Corporation Commission; or any organization nationally recognized and commonly referred to as “ Service Organization”, such as Rotary or Soroptimist Club. Membership to those organizations shall be open to the public.
- d. Definition Of Charitable And Religious Organizations
Any organization exempt from state and federal income taxes for charitable or religious reasons and certified as such by the I.R.S., through a 501(c) letter. An example would be the Kingman Cancer Care Unit. Memberships to these organizations shall be open to the public.
- e. Definition Of Neighborhood/Special Interest Groups
Any local group which is meeting for a specific purpose. The activity scheduled shall be open to the public, and not be limited to a specific membership.

Non-Exempt Groups And Organizations Subject To The Facility Rental Fee.

- f. Definition Of Businesses And Organizations Engaged In General Commerce
Any for-profit freelance individual, group, business, business corporation, company, or organization without proof of incorporation as a non-profit status issued by the Arizona Corporation Commission, or without an I.R.S.certification through a 501 (c) letter for tax exemption is subject to all applicable meeting room rental fees.
- g. Definition Of Individuals And/Or Companies Engaged In Commercialized Professional Training
Any individual, business, or business representative engaged in providing paraprofessional or professional training through group seminars, lectures, workshops, in-services to individuals or groups in a for-profit arrangement is subject to all applicable meeting room rental fees.

6. Rental Rate Usage Fee And Deposit

Fee Structure: Non-Profit Groups And Organizations Exempt From Library Facility Rental Fee

- a. A thirty dollar (\$30.00) refundable cleaning/damage deposit is required at the time application is made for use of the room. The thirty dollars (\$30.00) may be refunded if the meeting room is left clean and arranged in the way it was when the users took possession.

Fee Structure: For-Profit Groups And Organizations Subject To Library Facility Rental Fee

- b. A thirty dollar (\$30.00) refundable cleaning/damage deposit is required at the time application is made for use of the room. The thirty dollars (\$30.00) may be refunded if the meeting room is left clean and arranged in the way it was when the users took possession.
- c. A rate of fifty dollars (\$50.00) per day is charged for the use of meeting rooms with a seating capacity of up to 10 persons. One half day rate is thirty-five dollars.
- d. A rate of seventy-five dollars (\$75.00) per day is charged for the use of meeting rooms with a seating capacity of up to 52 persons. On half day rate is fifty dollars (\$50.00).
- e. A rate of one hundred dollars (\$100.00) per day is charged for the use of meeting rooms with a seating capacity between 53 and 138 persons. On half day rate is seventy-five dollars (\$75.00).
- f. A rate of one hundred-fifty dollars (\$150.00) per day is charged for the use of meeting rooms with a seating capacity between 139 and 277 persons. On half day rate is one hundred dollars (\$100.00).

7. How To Reserve A Room:

- a. For first time applicants, a written application must be made at the Branch Library to the Librarian in charge of the facility that is to be used in advance, but no more than 1 year of the date of the planned use of the meeting room.
- b. Application forms are available at all branch libraries.
- c. Rental charge, usage fees and the deposit must be paid in advance when application is made for use of the meeting room which confirms the booking of the room.
- d. The person who makes the arrangements for use of the room assumes full responsibility for the condition of the facility including any damages to the furnishing, fixtures and library equipment. The thirty dollar (\$30.00) deposit will be returned when library personnel are satisfied that no damage has been done to the facility. The person who makes arrangements for the rental of the room is also responsible for the conduct of the group and for securing the facility at the end of the meeting making sure that all lights are turned off and all doors are closed and locked.
- e. Some meeting rooms in library facilities are only available for rental during regular library hours.

Arrangements may be made to rent a meeting room at some branch libraries during non-regular library hours where the meeting room is secured from all other areas of the building except the restrooms and where the meeting room has its own entrance and exit.

- f. County reimbursement procedures will be followed for groups that use the meeting rooms for regularly scheduled meetings on a continuous basis throughout the year. Reimbursement will be made when the group discontinues use of the meeting room.

8. Facility Use/Changes/Cancellations:

Use of the facility is limited to the area reserved for, and the specific activity for which it was reserved. Any changes which may affect the stated use must be presented in writing to the Branch Librarian or designee at least 72 hours in advance of the activity. If changes involve additional fees, those fees must be paid at the time of the request for change. A minimum of twenty-four (24) hours written notice to the Branch Librarian or designee is required to obtain a proportionate refund of the fee in case of cancellation of the activity.

9. Refunds:

Fees or a portion thereof may be refunded when events are canceled within the following guidelines:

24 - 72 hours prior to the event	50%
72 hours to 7 days prior to the event	75%
7 Days or more prior to the event	100%

10. Room Setup And Take Down:

It is the responsibility of the group who rents a library meeting room to set up and take down the tables, chairs and other equipment that may be used in the meeting room. The library does not provide this service.

11. Use of Library Audiovisual Equipment:

The Library's audiovisual equipment may be used by non-library personnel in the meeting rooms. Such use must be scheduled when the room is booked. The library staff will not be available to instruct users, set up or run the equipment.

12. Rules And Restrictions:

- a. Children may not be left unattended while their parents are attending a meeting or a program.
- b. The facilities may not be reserved for individual use, including activities that must be monitored or supervised by staff.
- c. Compliance with the American with Disabilities Act (ADA) is required.
- d. Security services may be required for after-hours events, and events at which the library Director or designee deems it necessary. The responsible person is financially responsible for paying any and all security charges.
- e. Individuals, groups, and organizations that use the library meeting rooms shall adhere to the regulations regarding the number of persons allowed to occupy a room at any time. The number shall not exceed the limit prescribed and posted in that facility. The room shall be left in the same condition in which it was found, including the placement of chairs and tables. The Library reserves the right to charge for any additional custodial services that may be required if the room is not left in the same condition in which it was found.

Groups shall be held responsible for any damage to the room, equipment and/or furnishings. Failure to adhere to these conditions may result in forfeiture of the deposit and loss of future privileges in the use of any library facility.

- f. Alcoholic beverages and smoking are not permitted on Library premises.
- g. No illegal activities are permitted in any of the library facilities.
- h. No admission fees may be charged for products or services sold by any exempt non-profit group using the library facilities. Groups and organizations formed to support the programs and activities of the library may use Library facilities for fundraising purposes in support of the library. Other exempt group and organizations may conduct customary activities, such as collecting dues from members, or refreshment money, but cannot solicit donations.

13. Refreshments:

Requests to serve refreshments must be approved by the Branch Librarian or his/her designee prior to the meeting. Refreshments must be limited in nature and may be served only where facilities are available. Refreshments must be served only in the room in which the meeting takes place. The libraries does not provide full kitchen facilities, nor does they provide coffee pots and other utensils.

14. Clean Up:

The applicant will remove all refuse and signs returning the facility to the condition which existed prior to the activity. Failure to do so will cause the assessment of additional fees for clean up and/or the prohibition from further use of library facilities.

15. Indemnification:

The applicant shall agree to defend, indemnify, and hold harmless the County of Mohave, the Mohave County Library District, its officials, agents, and employees from and against all loss, damage, injuries, action, cause of action, or liability of any kind whatsoever resulting from or arising out of the use of the premises, and the operations, activities, or undertakings of the applicant, or any of the applicant's employees, agents, or other persons permitted by the applicant to be on the premises.

16. Signs And Advertisements:

Signs or advertisements may be displayed only in a place used exclusively for that purpose, i.e., a bulletin board or kiosk. Permission must be obtained from the Branch Librarian or his/her designee. Only free standing decorations, lecture aides or signs are permitted in the meeting rooms.

17. Publicity:

Publicity notices promoting a meeting or event being sponsored by an outside group, company, or business must include the following disclaimer: The Mohave County Library District does not advocate or endorse the viewpoints of meetings or meeting room users.

18. The Mohave County Library District is not responsible for loss by natural disaster, accident, vandalism, damage and/or theft of equipment belonging to groups or individuals who use library equipment, program rooms or public computers.

Guidelines for Refreshments in the Program Room

1. Requests to serve refreshments should be approved by the staff person in charge of scheduling the Meeting Room prior to the meeting.
2. Light refreshments may be served only where facilities are available.
3. The Library does not provide a full kitchen facility, nor do we provide coffee pots, serving utensils, etc.
4. If the Meeting Room has a refrigerator, food may not be stored or left without prior permission.
5. Neither smoking nor alcoholic beverages are allowed in county buildings at any time.
6. The group using the room shall be responsible for leaving the room in a clean and orderly fashion.
7. Check with the local facility for any further guidelines that may apply.

If you any questions don't hesitate to contact me. Stefanie Diekmann
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Application for use of Program Facility

APPROVED: STAFF

Date: June, 1998 revised

Section: 8501

Date of Application: _____ Date of Event: _____ Time: _____ to: _____

Name of Organization: _____

Contact Person: _____ Number of persons attending meeting: _____

Address of Organization or Contact Person: _____

City: _____ State: _____ Zip: _____ Phone #: _____

General Description of Event: _____

Is this a one time only _____, or a monthly meeting? _____ If monthly, what day? _____

For-Profit Yes _____ No _____ Non-Profit

Yes _____ No _____ *License/ID#* _____

Program Room reserved for all requested days? Yes _____ No _____

Equipment needs: (Please check items you want to use) **Please note:** Not all equipment is available at all locations.

- _____ Microphone & PA system _____ TV/Video player _____ Stand alone lectern
- _____ Overhead projector & screen _____ 2 x 2 Slide Carousel Projector & screen
- _____ Lectern Microphone _____ Chalkboard or Easel

**I have read the Mohave County Library District's Program Room Policy and agree that my group will observe the regulations for program facility use.
It is understood that Mohave County assumes no responsibility whatever for property placed in the library in connection with a meeting; and that the library and Mohave County are hereby expressly released and discharged from any and all liability for any loss, injury or damage to person or property which may be sustained by reason of a meeting.**

APPLICANT'S SIGNATURE

Exempt _____ *\$30.00 deposit* _____ *Staff initials:* _____

MOHAVE COUNTY LIBRARY DISTRICT

MEETING ROOM RENTAL FEES SCHEDULE

<i>Facility location</i>	<i>Room Seating capacity</i>	<i>Half Day rate (4 hours minimum)</i>	<i>Full DayRate Per/day</i>
<i>Bullhead City Library</i>	<i>52</i>	<i>\$50.00</i>	<i>\$ 75.00</i>
<i>Kingman Library</i>	<i>52</i>	<i>\$50.00</i>	<i>\$ 75.00</i>
<i>Lake Havasu City Library</i>	<i>10</i>	<i>\$35.00</i>	<i>\$ 50.00</i>
	<i>138</i>	<i>\$75.00</i>	<i>\$100.00</i>
	<i>277</i>	<i>\$100.00</i>	<i>\$150.00</i>
