

PAYSON PUBLIC LIBRARY

328 N. McLane Rd. • Payson, AZ 85541

Phone: 928-474-9260 • FAX: (928) 474-2679

Hours: Mon-Wed-Fri 9am-6pm • Tues-Thurs 9am-7pm

Saturday 10am-5pm • Closed Sunday & Major Holidays

MEETING ROOM POLICY & FORM

The Payson Public Library meeting room is available to local clubs, not-for-profit groups, businesses and government entities for meetings, workshops, and seminars. The meeting room may not be used for private parties or events. The Library reserves the right to refuse usage for any meeting that would be incompatible with the environment maintained at the library or the use thereof by its patrons for library purposes. All groups using the meeting room shall conduct themselves in a quiet, peaceful and orderly fashion that does not disrupt or annoy library patrons.

Any applicant who advertises, posts, or distributes any promotional materials, or otherwise provides any notice of a meeting that will take place at the Payson Public Library Meeting Room shall (1) clearly identify the applicant as the sponsoring entity and (2) indicate that the applicant is not affiliated with the Town of Payson in all advertising and promotional materials.

The meeting room can accommodate seating at tables for eighty-four (84) people. Kitchen facilities may also be available upon request. The Library does not provide any equipment for use in the meeting room (i.e., markers) or in the kitchen. Each group must provide and set up their own equipment. The Library staff cannot provide any assistance with the operation of any group's equipment. The Library does not loan tables, chairs, or any other equipment for meetings. TV/VCR/DVD are available *upon request*. Library staff will not assist with the operation of this equipment. If such equipment is found to be damaged or dysfunctional in any way after use by your group, repair fees will be so incurred. If damage is noted at time of use, inform Library staff *immediately* for inspection and notation.

FEES: There is no fee for non-profit groups or Town departments to use the meeting room. However, each group is responsible for any damage to the room that takes place during their meeting. For classes or seminars where fees are charged to the people attending or for any business or for-profit group, we will charge \$100.00 to use the room. (If you are in doubt as to your status, profit or non-profit, you must have a 501-C-3 to be considered non-profit.) A copy of your 501-C-3 form needs to be attached to a copy of our policy when it is submitted to us. There is a \$15.00 fee to use the kitchen for cooking (stove or microwave) and for use of the refrigerator. You must bring your own supplies (i.e., napkins, dishes, utensils, cooking supplies, coffee supplies including coffee pot, etc). The kitchen must be cleaned before you leave. A \$15.00 fee will be imposed if the kitchen is not cleaned, and kitchen privileges revoked. If your group is paying to use the meeting room, the kitchen use fee will be waived. Smoking and alcoholic beverages are prohibited. The meeting room will be set up in a standard fashion.

→ You may move the furniture around to accommodate your special needs, however, it must be returned to its original setup before your group leaves, or a \$25.00 fee will be imposed and your privileges revoked.

→ The room must also be cleaned up before you leave, i.e. tables washed, white boards cleaned, trash dumped, floor vacuumed, etc. We do not have the staff or resources to clean up after gatherings, so this policy will be strictly enforced.

The Meeting Room may not be reserved on any day that the Library is closed. No club, group, or entity may reserve the Meeting Room for more than two times per month. The Library staff reserves the right to reschedule any scheduled use of the Meeting Room for a Library emergency or a Library or Town sponsored event. If rescheduling is necessary, the Library will endeavor to provide advance notice. The Town and Library sponsor a number of yearly events, including, but not limited to the Summer Reading Program during June and July.

If your group has signed up for a regular time, they must notify the Library if they will not be meeting in the Meeting Room, or are taking time off during the summer, or on holidays. Groups who fail to use the meeting room as scheduled and who do not provide a 24-hour cancellation notice will be denied use of the Payson Public Library Meeting Room for one year. The Library is not open for some holidays, so it is your responsibility to make arrangements if your meeting falls on a holiday. Holiday parties may require a different time depending on the size of your group and if you need to use the kitchen. Please schedule in advance if you have any kind of special arrangements.

In general, all meetings must take place on days that the Library is open during hours that the Library is open. If a key is required to open the meeting room when staff is not present, arrangements must be made with reference staff. You must pick up the key on the day of use, sign for it, and it must be returned in an envelope in the book drop immediately after the meeting is over and the building locked up. There are NO EXCEPTIONS. There will be a \$50.00 charge if the key is lost.

When using our data lines for computer hookups, our Library Internet Policy will be in effect and strictly enforced. You must get approval from Library staff in advance to use the data lines.

→ Library staff *will not* be available to operate any equipment, nor help with set up or cleaning of the meeting room.

→ Exterior and interior doors must be closed and cannot be left propped open.

→ For statistical reasons, the attendance sheet provided on the meeting room door must be filled out and given to a Library staff member at the close of each meeting.

→ It is *your responsibility* to notify everyone in your group that they must parking in the large south quadrant of the parking lot. Staff parking is always reserved for Library staff and volunteers. The delivery driveway next to the back door is not a parking space. Please inform all attendees that the parking spaces in front of the Library entrance are reserved for patrons who are coming to use and/or visit the Library.

Thank you.

By signing this agreement to use our Meeting Room, you are agreeing to all of the above.

Please fill in the following information (required):

Name of Club, Group or Organization:.....

Nature of Meeting/Content:.....

President/or Responsible Party: Name.....

Address:..... Phone:.....

Name of one other contact for group in emergency:.....Phone:.....

Day of Month and Time of Meeting(s):.....

Capacity: Maximum 84 people

(Circle One) One Time Meeting or Regularly Scheduled Meeting

Need: Kitchen Facilities (\$15.00 fee) YES NO (circle one) Data Hook-Up YES NO (circle one)

Check in the amount of \$.....enclosed, if applicable (for use of meeting room or kitchen)

A copy of this signed document must be on file at the Library before actual use of the Meeting Room.

Signed _____ Date _____

Revised 11/17/2006

Comments: