



Rev. Date: 6-15-16 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 # 20-23

Regulations:

1. 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. 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.
2. All rental fees shall be paid in full at time of booking.
3. Reservations will not be confirmed until full payment is received.
4. Cancellations and amendments must be received thirty (30) days prior to date of use in order to receive a refund. The administration fee is not refundable.
5. 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.
6. 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, events calendar, or electronic newsletter.

Booking times:

Civic Center

Mon – Thurs: 9:00 am to 8:45 pm
Fri & Sat: 10:00 am to 5:45 pm
Sun 1:00 to 4:45 pm

Mustang

Mon – Thurs: 9:00 am to 7:45 pm
Fri & Sat: 10:00 am to 5:45 pm
Sun 1:00 to 4:45 pm

Arabian

Mon – Thurs: 9:00 am to 7:45 pm
Fri & Sat: 10:00 am to 5:45 pm
Sun 1:00 to 4:45 pm

Palomino

Mon – Thurs: 9:00 am to 6:45 pm
Friday: 10:00 am to 5:45 pm
Saturday: closed
Sun 1:00pm to 4:45pm

Appaloosa

Mon – Thurs: 10:00 am to 6:45 pm
Fri & Sat: 10:00 am to 5:45 pm
Sun closed