



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.

7. Persons will not be permitted inside any meeting room in excess of the established capacity as follows:

Maximum occupancy: Civic Center Auditorium - 306

Civic Center Gold/Silver Rooms - up to 25 Civic Center Gallery Meeting Room -- 33

Mustang Auditorium - 140

Mustang Book Discussion Room – up to 40

Arabian Meeting Rooms – up to 28
Palomino Multi-Use Room – up to 20
Appaloosa Meeting Rooms – up to 40
(both rooms open up to 80)

- 8. Food and beverages with lids are permitted.
- 9. No alcoholic beverages shall be served or consumed (includes religious ceremonies) in the meeting room or elsewhere on library premises.
- 10. No lighted candles or incense of any kind are allowed (includes religious ceremonies) on library premises.
- 11. All rooms must be vacated by the indicated end time to allow the facility to close and secure in a timely manner.
- 12. Meeting rooms and/or equipment must be left in the condition found. Charges will be assessed for any cleaning required or damage incurred during use of the meeting room and/or equipment.
- 13. Groups will be billed for any additional time, space or equipment used that is not listed on the original contract. Set-up/removal time needs to be included in the contract. Meeting rooms will not be open prior to the time listed on the contract.
- 14. The library cannot store or hold equipment, supplies or other items for room rental customers prior to or between reservations. Items may not be left unattended in study rooms.
- 15. Individuals or groups with unpaid fees on their accounts will not be able to make future bookings until all charges have been paid.
- 16. Applicant/Organization shall defend, indemnify, and hold harmless the City of Scottsdale, its officials and employees from and against all claims, damages, losses and expenses resulting from, relating to, or arising out of the Applicant/Organization's use of the facilities. This paragraph shall be inapplicable to any claims, damages, losses and expenses that result from the sole negligence of the City, its officials, employees or agents.
- 17. You must register with the City Tax & License Department if you wish to sell items, collect fees, donations or tithes on City property. For information, call 480-312-2400.

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