

I. MEETING ROOM POLICY

A. Purpose

The library meeting rooms are for meetings or programs of an educational, philanthropic, cultural, recreational or civic nature, and for other functions, which, in the judgment of the City of Willcox and the Library Director, will benefit the residents of the community.

B. Statement of Policy/Principles

1. Use of a library meeting room for City of Willcox, library, library-affiliated or library-sponsored/co-sponsored meetings or programs shall have priority over all other requests. Thereafter, requests are considered in the following order:
 - a. Federal, State, County, City and Town governments and their committees/agencies.
 - b. All other users on a first come, first served basis.
2. The Library reserves the right to relocate or cancel a booking of a library meeting room, for either City of Willcox business or a library program, with a 24-hour notice.
3. Scheduling of a meeting or program of a group or organization in the library does not in any way constitute an endorsement by the library of the group or organization; its activities; or of the ideas and opinions expressed during the course of meetings or programs held at the library.
4. The use of the name, address or telephone number of the Elsie S. Hogan Community Library as the address for any group using the library for meeting purposes is prohibited.

C. Guidelines

1. All requests to use the meeting rooms must be made in advance by a Willcox resident who takes responsibility for the group's compliance with this policy and for protection of all library property in connection with the meeting.
2. Local non-profit organizations and associations may use a library meeting room free of charge during library hours. They must allow the general public access to their meeting, and may not charge admission fees.
3. For-profit groups and businesses may use a library meeting room for education and training, but may not sell or dispense their product, distribute advertising, or schedule appointments for follow-up sales.
4. No group may transfer use of a library meeting room to another group.
5. All fees are due upon submission of the application form.

D. Fee Schedule:

	Non-Profits/Associations	For-Profit/Private Use
Use During Library Hours	No Charge	\$35.00
Use During Non-Library Hours	\$25.00	\$50.00
+ Key Deposit (Refundable)	\$100.00	\$100.00
Equipment Charge (Reservation required)	No Charge	\$15.00
Food Service Cart (Only during library hours)	No Charge	\$15.00
Coffee Maker (ea.)	\$2.50	\$5.00
Iced Tea Maker	\$2.50	\$5.00
Microwave	\$2.50	\$5.00
Popcorn Machine	\$5.00	\$10.00

Toaster	\$2.50	\$5.00
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E. Meeting Time and Days:

1. Normal library hours are as follows: Monday - Thursday, 10 – 6; Friday, 9 – 6; Saturday, 9 – 2; Closed Sundays and Holidays.
2. Meetings must begin within 15 minutes of our scheduled closing time or an After Library Hours charge will apply. Those starting before 8 AM incur a Before Library Hours charge.
3. The Meeting Rooms will not be available on Sundays and Holidays.

F. Application Form and Procedure:

1. Reservations are made with the Director of the library by submission and approval of the Meeting Room Application Form.
2. The person signing the Application Form must be over 18 years of age and in attendance when the Meeting Room is in use. That person shall be responsible for the conduct of their group, payment of fees and for protection of library property in connection with the meeting.
3. Reservations must be made at least seven days prior to the meeting date, in order to allow sufficient time to process the application and to notify the contact person. Applications may be accepted up to 6 months in advance.
4. Any fees are due with the Meeting Room Application.
5. The applicant will be contacted by the Library Director or his/her agent if use of the room is not approved.
6. Cancellation of reservations for meetings is required 10 days in advance for the return of any fees.

G. User Responsibilities:

1. Chairs and tables will be provided, but must be set up by each group. Groups are responsible for returning furniture and equipment to the configuration in which the room was found.
2. Groups and/or individuals using the Meeting Rooms on Fridays and Saturdays must be responsible for disposal of trash on a carry-in/carry-out basis.
3. Groups are responsible for cleaning up after themselves, and for any damage resulting from their use.
4. Lights and equipment must be turned off.
5. Use of the Meeting Rooms when the library is closed requires a meeting with someone on the library Staff to obtain a key and review alarm procedures.
6. The kitchen must be cleaned and returned to the condition in which it was found.
7. Smoking is not permitted anywhere on these premises.
8. Failure to abide by any of these rules for meeting room use may be justification for denying the group further use of meeting room.

City of Willcox
Elsie S. Hogan Community Library
100 North Curtis Avenue
Willcox, AZ 85643
Tel.: (520) 766-4250 Fax: (520) 384-0126

APPLICATION FOR USE OF LIBRARY MEETING ROOM

Please complete this application and return it to the library. If the application is incomplete or illegible, it will be returned to you unapproved.

If you have made a tentative telephone reservation, you must submit this application prior to use of the room.

Meeting date (s): _____

Time room needs to be opened: _____

Meeting start time: _____ Meeting end time: _____

Name of your organization: _____

Non-Profit Association For-Profit Private Use Government

Purpose of meeting: _____

Estimated attendance: _____ (Maximum capacity for largest meeting room is 45)

Number of chairs needed: _____ Number of tables needed: _____

Equipment requested: _____

The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of a library meeting room. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to library facilities or library or personal property, or loss of library or personal property that may result from this use. The library will not be held responsible for any materials, equipment, or personal belongings left in the building.

Date of application Signature of applicant Print Name

Contact person: _____ Phone: _____

Email: _____

Address: _____ City: _____ State: _____

FOR OFFICE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved _____ Initials
Meeting Room - A B C D E	
Fee charged: _____	Equipment charge: _____
Paid: \$ _____	Key Deposit: \$ _____