

# APPLICATION FOR MEETING ROOM USE



Meeting rooms are available free of charge to neighborhood community groups and non-profit organizations for educational, cultural, civic, intellectual or charitable activities.

## EVENT DETAILS:

- Library Branch & Room: \_\_\_\_\_
- Title: \_\_\_\_\_
- Date(s): \_\_\_\_\_
- Start Time: \_\_\_\_\_
- End Time: \_\_\_\_\_

## ORGANIZATION DETAILS:

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_
- Purpose: \_\_\_\_\_

## APPLICANT DETAILS:

- Individual's Name: \_\_\_\_\_
- Individual's Address: \_\_\_\_\_  
\_\_\_\_\_
- Individual's Telephone Number: \_\_\_\_\_  
*(This telephone number will be given out in response to a public inquiry about the event.)*
- Individual's E-Mail Address: \_\_\_\_\_

By signing below you agree that you and your organization will follow the **Pima County Public Library -- Meeting Room Use Policy** available on the Pima County Public Library Website. You further agree that you and your organization will adhere to the following Terms and Conditions of Use.

- Signature: \_\_\_\_\_

## TERMS AND CONDITIONS OF USE

- A. **THE EVENT MUST BE FREE AND OPEN TO THE PUBLIC.**
- B. The Organization listed above agrees to:
1. Pay for all damage to any Library property resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any attendee; and
  2. Indemnify, defend and hold harmless the municipality in which the library is located, the Pima County Free Public Library District and Pima County from and against any and all liability which may be imposed upon them, or any of them, for any loss, injury or damage to persons or property caused by the organization, any member, officer, employee or agent of the organization or any attendee.
- C. It is understood and agreed that the municipality in which the library is located, the Pima County Free Public Library District and Pima County assume no responsibility for any property brought into the Library in connection with the event.
- D. Fire and Safety regulations and any other regulations posted in the meeting rooms must be observed at all times.
- E. Nothing may be fastened or attached or affixed to the walls or the ceiling of the meeting room.
- F. The making of visual recordings, including photographing, filming, or video-taping of the Event is not allowed, except:
1. If required by law (e.g. a meeting subject to Arizona Open Meeting Law);
  2. If limited only to the presenter(s); or
  3. If express permission is obtained from the individual(s) attending the event.
- Under no circumstances may any type of visual recording occur outside of the meeting room being used for the event. A.R.S. § 41-151.22.***
- G. Announcements or advertisements about the event must include:
1. A contact number and a website (if available) for information about the event; and
  2. Must include the following language:  
***This event is not sponsored or supported by the Pima County Public Library or any of its branches. The Library does not endorse any views or opinions expressed or activities taking place during this event.***
- H. At the end of the event, the meeting room must be returned to the configuration established by the library. The room must be left in the condition in which it was found before the event. Cleaning fees will be assessed for any extra cleaning required beyond what is normal (e.g. to remove stains or repair walls or furniture).

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### Important provisions of the Meeting Room Use Policy are emphasized below:

#### Prohibited Acts. The following activities are prohibited:

1. Any activity that disrupts Library programs, operations or the quiet use of the Library;
2. Commercial programs and programs designed to sell products or solicit business;
3. Personal social functions; and
4. Any activity that is not compatible with the main function of the Library system as a place for educational, cultural, civic, or intellectual pursuits.

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Money and Fees. Money may be collected only for the following purposes:

1. Fees to cover the cost of study materials used in classes, workshops, conferences and similar events, provided that the fee is not a requirement for attendance or registration;
2. Voluntary donations, dues or membership contributions for non-profit organizations;
3. Free-will collections to cover the incidental costs of the event (e.g. refreshments); and
4. Registration fees for community-based organization activities (e.g. youth sports leagues).

Attendance sheets. People attending the event must not be required to sign in unless required to establish a legally-required quorum (e.g. Homeowners' Association meetings).

Minors. A responsible adult must be present at all times during events for youth under the age of 18.

Food and Drink. Food and non-alcoholic beverages may be served.

Tobacco. Smoking, the use of tobacco products of any sort, and the use of nicotine-delivery smoke-less products (such as e-cigarettes and vaping devices) are prohibited.

***The provisions above are excerpts from the Meeting Room Use Policy. The Applicant is cautioned to read the entire policy to ensure compliance during the event.***