

Mohave County Library District PO Box 7000, Kingman, AZ 86402 928-692-5705		Citizens' Advisory Committee	
Title: Community Meeting Room Policy			
COVERAGE: All Staff	RESPONSIBLE: All Staff	Page 1 of 5	
AUTHOR: Bruce Carter	SUPERCEDES: Section 8500 02/21/2017		
REVIEWED BY: Library Administration		APPROVED BY: Board of Supervisors	
ADOPTED: 06/09/2014	REVISED: 03/26/2018	EFFECTIVE: 04/16/2018	NEXT REVIEW:

Overview

The Mohave County Library District welcomes the use of its meeting rooms by organizations engaged in educational, cultural, civic, and charitable activities, subject to availability, when the rooms are not required for library programs. Activities must be lawful and may not interfere with the normal use of the library by other patrons or with normal library operations, nor endanger individuals or property.

The library affirms Article 6 of the "Library Bill of Rights" which states, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Use of the library community meeting rooms does not imply endorsement by the Mohave County Library District, or by Mohave County, of the group or any viewpoints presented.

Scheduling

A library branch manager or designee may limit the number of times that a group may use a facility if the demand for the use of the facility exceeds its availability. In the event of a scheduling conflict, library-sponsored programs will be given priority in the reservation of community meeting rooms, after which all other requests will be considered on a first come, first served basis.

Application Procedure

- A. Any person or group wishing to reserve the use of a library community meeting room shall apply using an application form available online at <http://www.mohavecountylibrary.us/>
- B. All application forms must be completed by an adult (18 years or older) member of the requesting organization. This applicant shall be considered the responsible party for the organization and the event(s)/meeting(s) being requested.
- C. The application shall include the name of the person, persons, group or organization seeking to use the facility, and shall include the name, street address, and telephone number of the person who will be responsible for the activity if the application is approved. The application shall also contain a general description of the activities to be conducted and the number of persons expected to attend.
- D. The application shall also contain such additional information as is required to insure that the facility or other library property will not be exposed to damage by the requested use.
- E. Applications need to be submitted at least two weeks prior to requested date(s) and no more than three months prior on a rolling calendar. Reasonable exceptions to this requirement will be subject to availability and circumstances.
- F. If the application is approved, the requested date will be entered in the library's community meeting room calendar and regarded as confirmed. A notice of confirmation will be emailed or mailed to the responsible party for the organization.

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- G. The community meeting room coordinator must be notified of any cancellations as soon as possible. **Failure to meet this requirement may result in forfeiture of future reservations. The library will only refund meeting room fees for cancellations made at least 72 hours prior to the scheduled room usage.**

Meeting Room Use Guidelines

- The responsible party or designated adult must be present at all times during the meeting and will be responsible for the conduct of the group, paying bills, and protection of library property in connection with the meeting. **The responsible party must arrange for any needed training in the use of library equipment prior to the meeting.**
- Users are responsible for room setup and takedown. All rooms must be cleaned of all litter and left in good order at the end of the meeting. Equipment is available for use as listed on the room use application. Artwork and/or signs on display in the community meeting room may not be removed or disturbed.
- The responsible party listed in the application shall ensure that no damage is sustained to buildings, furnishings, fixtures, or equipment during the use of the facility.
Any cleaning required, or damage incurred during the use of the facility will result in the responsible party being billed for the cost of cleaning or repair.
- In the event of a library building emergency or weather-related emergency, meetings may be cancelled.
- Individuals/groups using the rooms must provide all supplies and equipment for refreshments. Smoking and alcoholic beverages are not permitted at any time.
- Children may not be left unsupervised in accordance with the library's unattended children policy.
- Individuals or groups using library community meeting rooms must abide by all other applicable library policies.
- Events involving minors must have an adult chaperone present at all times
- Library community meeting rooms may not be used in any way that materially interferes with the operation of the library or which causes a threat to the safety of library patrons or library property, and meeting attendance shall not exceed the legally posted room capacity (occupancy).

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- The individual/organization agrees to indemnify and hold the Mohave County Library District, and Mohave County, harmless from any and all claims, suits, damages, costs, losses, and expenses in any manner resulting from or arising out of the organization's use of the rooms. The library reserves the right to require a certificate of insurance or agreement forms regarding such indemnification.
- The library is not responsible for the personal property of groups or their members.
- The responsible party for each organization is responsible for ensuring that each member of his or her group is aware of and abides by these guidelines.

Failure to adhere to any of these guidelines may result in the cancellation of the group's reservation or denial of future reservations.

Denial

Reasons for denial include, but are not limited to:

- The proposed use or actual use would constitute an unreasonable risk to the health and safety of persons, or of damage to the facility, or any library premises.
- The applicant has failed to comply with the stated guidelines.
- The proposed use or actual use would or does interfere with the use and enjoyment of the library premises by members of the public.
- The applicant has failed to comply with the stated rules and regulations in connection with a previous usage.

Appeal

A denial may be appealed. The appeal shall be in writing and shall be addressed to the library manager. The library shall rule on the appeal in a timely manner and shall notify the appellant in writing.

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Rental Fees

Fees Waived:

- **Library Affiliate Group or Library Sponsored Activity**
Any library department or division, or library sponsored activities as well as library supporting and literacy organizations.

- **Government Agencies**
Any political subdivision or agency of the federal, state, county or municipal government as well as commissions and committees appointed by these governments.

- **Recognized Non-profit and Service Organizations**
Organizations recognized as service clubs or organizations provided that the meetings are free and open to the public.

- **Charitable and Religious Organizations**
Non-profit organizations engaged in non-taxable charitable or religious activities that are free and open to the public.

- **Community Interest Groups and Clubs**
Any local community group or club wishing to hold a meeting provided the meeting is free and open to the public

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Hourly Fees:

- **Businesses and Organizations Engaged in Commercial Activities**
Any for-profit individual, group, business, company or organization engaged in conducting for-profit commercial activities.
- **Individuals and/or Companies Engaged in Commercialized Professional Training**
Any individual, business, or business representative engaged in providing training through group seminars, lectures, workshops etc. in a for-profit arrangement.
- **Private Parties or Social Functions**
Private parties or individuals wishing to hold an event such as a party, wedding, shower, or reception which is not open to the general public.
- **All** after hours events require on-site library contracted security, at the requesting organization's expense.
- Payment shall be required one week (7 days) prior to use of room.