

## **LIBRARY PROGRAM USE POLICY**

### **I. PURPOSE**

The Apache Junction Public Library is a public educational, cultural and entertainment facility. As such, many programs under library sponsorship are offered in the program room. To maximize facility use, while reserving priority use by the library, the room is made available to other City Departments, governmental agencies, and public educational institutions under the following guidelines.

### **II. POLICIES**

- 1) All library programs will have priority over non-library programs.
- 2) No meetings will be allowed in the library if there is any commercial intent or solicitation for profit or sales from the group or organization holding the meeting.
- 3) Requests for use of library facilities should be arranged at least ten days prior to the requested time; signed responsibility forms should be completed and returned to the Library Director by one week before the meeting.

The Library Board of Trustees grants the right of approval for use of the library's program room to the Library Director.

- 4) Non-profit groups using the library facilities may be allowed to collect internal dues, provided it is not with commercial or profit-making intent.
- 5) No library services, facilities or materials may be used for fund raising without the express consent of the Library Director. Use of library audio-visual equipment requires permission of the Library Director.
- 6) Organizations using library facilities are financially responsible for damages to such.
- 7) Organizations using library facilities are responsible for all clean up work and or costs resulting from such use. No storage of equipment, supplies or materials will be permitted.
- 8) A use charge is made so the cost of making the room available will be shared by those using it. Ask at circulation desk for a copy of the fee schedule.
- 9) The use charge along with a cleaning deposit must be paid at the time the key is picked up. The cleaning deposit will be returned when the key to the room is

returned if, after inspection, the room is found to be clean and there is no damage-  
-the door has been locked and the lights have been turned off.

- 10) Smoking is restricted to the designated smoking areas which are the library and community center patios. Alcoholic beverages are not allowed in the building at any time. Use of illegal drugs is also prohibited.
- 11) User organizations, except Friends of the Library and City-related groups, must provide proof of current liability insurance.
- 12) Organizations using the program room must agree to hold the City of Apache Junction free of responsibility and without harm for any personal injury or damage of equipment, as a result of the use of the library facilities (see application for use form).
- 13) The key for the program room must be returned to the Library immediately after each meeting, or no later than 10:00 a.m. the following morning after a night meeting lasting later than the Library's closing time.
- 14) Maximum occupancy is posted in the program room.