

LIBRARY PROGRAM AND FACILITIES USE POLICY

I. PURPOSE

The Apache Junction Public Library is a public educational, cultural and entertainment institution. 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 rooms are 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) Meeting rooms may only be rented and used during normal library hours. 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 calendar days prior to the requested time; signed responsibility forms should be completed and returned to the Library Director by seven calendar days before the meeting.
The Library Board of Trustees grants the right of approval for use of the library's program rooms 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. The circulation desk has the most current fee schedule.
- 9) The use charge must be paid at the time of reservation in person or by credit card prepayment over the phone. The room will be inspected for unusual wear, tear,

breakage, damage and cleanliness, which could incur additional charges, after each Permittee use.

- 10) If Permittee cancels their reservation, a verbal request for credit/transfer/refund must be made by the last business day prior to the facility rental date. All refunds granted will be minus 10% or \$5, whichever is greater.
- 11) Alcoholic beverages are not allowed in the building at any time and use of illegal drugs or marijuana is strictly prohibited.
- 12) Organizations using the program rooms shall hold the City of Apache Junction, its elected officials, employees and agents free from responsibility for any personal injury or damage to property and equipment.