

CHANDLER PUBLIC LIBRARY

Meeting Room Policy

In keeping with Chandler Public Library's service priorities, library meeting rooms are available for use by community groups for informational, educational or cultural meetings and programs when not needed for City meetings or library programs. Use of the library meeting rooms does not imply endorsement by the library staff or the Library Board of the viewpoints presented.

Section I. Definitions

Affiliate Group: Any MAG member city or subdivision thereof; an official group acting in support of the City of Chandler or the Chandler Public Library, such as the Friends of the Library, library volunteers, or a City-sanctioned citizen's committee or task force; regional and statewide library organizations.

Section II. Facility use Priority

Programs or meetings conducted by:

- A. Chandler City Council
- B. Planning & Zoning Commission
- C. City boards or commissions
- D. Library or other City divisions
- E. Affiliate groups
- F. General public

Section III. Scheduling

The Library Manager may limit the number of times that a group may use a facility, during any given period of time or day of the week, if the demand for use of the facility exceeds its availability.

- Any person or group wishing to reserve the use of a library meeting room shall make written application to do so on an application form available at the library and online at chandlerlibrary.org.
- The application form 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 use of the facility 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.
- 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.
- Written application is not required for the use of library facilities for official City functions, functions sponsored in whole or part by the City, or for affiliate groups as defined in Section I of this policy.

- Applications are accepted on a first-come, first-serve basis, following the priority list outlined above.
- Groups or individuals may reserve the facility for no more than 2 consecutive days in any week (Sunday through Saturday).
- Groups may hold only one meeting reservation at a time.
- Reservations are taken up to 6 months in advance of the scheduled activity.
- Groups may not schedule for more than 12 days in any 6-month period.

Section IV. Facility use Generally

- a) The Library Manager shall create such rules and regulations as are deemed reasonably necessary to preserve and protect the library facility and the library in general from physical damage or abuse, and to protect the health and safety of persons using the facility and members of the general public.
 - The responsible party will check in at the Desk before using the facility and will check out at the Desk before leaving the building.
 - Groups will be responsible for setting up the room, returning it to its original formation, and vacating the premises 15 minutes prior to the facility's posted closure time.
 - Smoking and use of tobacco products are not allowed.
- b) The rules and regulations required by this section shall be in writing, shall be applicable to all applicants, and shall become conditions of the approval of the application. A copy of the policy shall be provided to each applicant.
- c) The responsible party listed in the application shall insure that no damage is sustained to buildings, furnishings, fixtures, or equipment during 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 clean up or repair.
 - No signs shall be posted upon the premises or anything that will tend to injure, mar, or in any way deface the premises.
 - Nails, hooks, adhesive fasteners, tacks or screws will not be installed on any part of the building or premises. Upon approval, signs may be posted only in areas provided for such use.
 - Equipment furnished by the library, when available, includes tables and chairs
- d) The applicant shall not use or authorize use of the name "City of Chandler" or "Chandler Public Library" for any purpose in connection with the use of the facility, for publicity or otherwise, except to identify the location of the event. Unapproved use of the name "City of Chandler" or "Chandler Public Library" shall be grounds for denial of use of the facility.
- e) Meetings rooms may not be used to conduct your profitable business. See the [Sales and Solicitation Policy](#)

Section V. Maximum Occupancy

- Basha - 91
- Sunset - 75
- Hamilton - 60
- Downtown Council Chambers – 153 – theatre style

Section VI. Denial

a) 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 damages to the facility, or any Library premises.
- The applicant has failed to comply with the stated rules and regulations.
- 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.

Section VII. Appeal

The denial of the facility may be appealed. The appeal shall be in writing and shall be addressed to the Library Manager. The Library Manager and the Library Board shall rule on the appeal as soon as possible after the appeal is submitted, and shall notify the appellant of the ruling in writing.