



## 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. The use of the rooms for events that may be considered disruptive to library business will not be approved. Use of the library meeting rooms does not imply endorsement by the City of Chandler, library staff, or the Library Board. All meeting room reservation requests must be submitted online at <https://chandlerlibrary.org/meeting-rooms/>.

### **Library Meeting Room Eligibility Requirements**

- Any person or group wishing to reserve a meeting room must have a Chandler Public Library full-access card in good standing, i.e., no more than \$10 in fees owed.
- The online reservation request shall include the information of the person requesting the use the facility, as well as the information of the person who will be in attendance and responsible for the use of the facility.
- The online reservation request shall contain a general description of the activities to be conducted, as well as the number of persons expected to attend.
- Non-profit groups must provide their local non-profit federal tax id and be in good standing with the Arizona Corporation Commission.

### **Library Meeting Room Locations, Fees, and Occupancies**

Location & Room	Room Occupancy w/ Tables & Chairs	Tables Provided	Chairs Provided	Library Cardholder Fee / Hour	Non-Profit Library Cardholder Fee / Hour
Basha Library Program Room	75	10	50	\$40	\$20
Downtown Library Copper Room North	83	3	20	\$40	\$20
Downtown Library Copper Room South	130	3	80	\$40	\$20
Hamilton Library Program Room	60	14	32	\$40	\$20
Sunset Library Monsoon Room	50	7	50	\$40	\$20

- Full payment must be received at least 72 hours before the requested meeting room reservation date. Payment can be made online or in person.
- No refunds will be given for cancellations with less than 72 hours' notice.

- Refunds will be granted by contacting the locations meeting room coordinator at least 72 hours in advance of the reservation date.

### **Library Meeting Room Scheduling Policies**

- No person or group will be granted entry in the library prior to posted library hours.
- Meeting room reservations can be made in 30-minute increments.
- Meeting room reservations can be made up to three months in advance.
- Any person or group may not hold more than one reservation per facility at a time.
- Ongoing meeting room reservations will not be approved.
- Meeting room reservations may be booked back-to-back, so if additional set up or clean up time is desired, it must be included in the reservation time.
- Meeting rooms will not be accessible until the meeting room reservation start time.
- Meeting rooms must be clean and reset to the original set up upon the conclusion of the reservation.
- Groups are expected to vacate the room at the reservation end time.
- Each group is responsible for clean up after their event.
- All reservations must conclude, and rooms must be clean, reset, and vacant 30 minutes prior to the facility closing times.

### **Library Meeting Room General Policies**

- The responsible party named on the reservation request must check in with library staff at the desk for room access at the reservation start time and must check out with staff at the desk at the reservation end time. Library staff will check the room to confirm it is clean, reset, and vacant.
- Rooms are provided as-is. If an alternate seating arrangement is desired, it is the responsibility of the person or group using the room to set up, clean up, and return the room to its original formation.
- Food and drink, other than dry, packaged snacks and water bottles with sealed lids, are not permitted.
- Meeting rooms have a ceiling mounted projector and screen available for use. The following are not provided: laptops, cords, microphones, easels, white boards, carts/dollies, additional tables or chairs.
- Persons or groups must bring their own HDMI cable.
- Staff is not available for set up, clean up or technical assistance.
- No signage may be posted throughout the library.
- No nails, hooks, adhesive fasteners, tacks, or screws may be used. Painters tape is the only adhesive permitted on walls or furniture.
- Any cleaning required, or damage incurred, will result in the responsible party being billed for the cost of clean up or repair.
- The applicant shall not participate in behavior which could be considered inappropriate.
- The Chandler Public Library reserves the right to eject any disorderly person or persons from the facility or space.

### **Library Meeting Room General Policies (cont.)**

- Chandler Public Library maintains a smoke and tobacco-free building. Smoking or other use of tobacco products (including, but not limited to, cigarettes, e-cigarettes or vaping devices, pipes, cigars, snuff, or chewing tobacco) is not permitted in any part of the building. When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose.
- No person shall engage in any vending or solicitation operations without having first obtained a permit from the Community Services Director. The license or permit shall note the specific park, facility, or open area in which the licensee is authorized to conduct vending and/or solicitation operations and the duration of such use. Vendors must also obtain any other appropriate and applicable local, county or state licenses or permits. EXCEPTION: The Community Services Department has designated specific areas at various facilities where petitions and political solicitation can transpire. A permit is not necessary to conduct petition and political solicitation.

### **Meeting Room Reservation Request Denial**

- 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 shall be grounds for denial of use of the facility.
- The proposed or actual use of the meeting room would constitute an unreasonable risk to the health and safety of persons, or of damages to the library.
- The applicant has failed to comply with the stated rules and regulations.
- The proposed or actual use interferes with the use and enjoyment of the library by members of the public.
- The applicant has failed to comply with the stated rules and regulations in connection with a previous usage.
- The applicant owes more than \$10 on their library account.
- Meeting room reservation requests with an existing reservation at the same facility will not be approved.
- Meeting room reservation requests for events that may be disruptive to library business will not be approved.
- Chandler City Council, Chandler Library Board, City of Chandler departments or divisions, and any City Boards or Commissions reservation requests take priority. If any of the above-named groups request the use of a Chandler Public Library

meeting room, a public reservation may be cancelled or rescheduled for an alternate date and time. Refunds will be provided if necessary.