



MEETING ROOM POLICY

Purpose:

To set the primary terms and conditions for public use of Safford City – Graham County Library (“Library”) meeting rooms.

Policy:

Meeting rooms are available at no charge to government agencies, community groups, and non-profit organizations for educational, cultural, civic, or intellectual activities. Requests will be honored on a first-come, first-serve basis. Meeting rooms cannot be requested by commercial organizations or individuals. Library and City of Safford programs and/or events will always be given priority in scheduling.

A. Guidelines

1. Regulations:

- Meeting and/or event must be held during regular Library hours.
- Advertisements for the meeting and/or event placed in the library must be approved by the Library Director.
- Meeting room attendance may not exceed the maximum posted occupancy.
- An individual of at least eighteen (18) years of age must always be present.
- Meetings and/or events may be scheduled no more than one (1) month in advance.
- The Library will not store supplies for future meetings.
- Advertisements, signs, working papers or posters may not be attached to the walls of the meeting rooms.
- Groups are responsible for room setup and are to leave the room in the condition it was found, including disposal of any waste materials in appropriate receptacles.
- A group representative must check out with staff at the end of the meeting.
- Groups must leave meeting rooms 15 minutes before the Library closes.
- Equipment may be brought in to use if pre-approved by the Library Director.
- If pre-approved by the Library Director, groups may serve light refreshments and the kitchen may be used for warming food and staging.

2. The following activities are prohibited:

- Commercial programs and programs designed to sell products or solicit business
- Smoking, tobacco products, and the use of nicotine delivery smoke-less products
- Serving intoxicating beverages
- Gambling activities
- Social functions of a personal nature not affiliated with the purpose of a sponsoring organization permitted to hold a meeting under this policy
- Charging admission fees
- Political meeting and/or campaigns for candidates or political issues
- Any other activity that is not compatible with the main function of the Library



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3. Charges will be assessed for cleaning required or damage incurred during the use of the meeting room. Failure to reimburse for the charges will result in denial of meeting room use in the future.

B. Applications/Reservations

1. The Meeting Room Application must be completed and submitted through the Library's website by an authorized representative for the group or organization. By submitting the form, the authorized representative acknowledges they understand the rules and regulations for room use and they will ensure the room is used in accordance with Library and City of Safford rules.
2. Meeting Room Application approval or disapproval will be confirmed by phone or email within two (2) working days.
3. The Library can cancel a scheduled meeting with two (2) weeks' notice if the room is needed for Library or City of Safford services.

C. Disclaimers:

1. The Library reserves the right to revoke permission previously granted if deemed appropriate.
2. The City of Safford or the Library does not support or endorse the viewpoints expressed during any program or the viewpoints and policies of any group or organization that use the meeting rooms.
3. Any group, organization or individual may be prohibited from using Library meeting rooms for failing to use the meeting room as scheduled or for violating any of the meeting room use provisions set forth above.