

Payson Public Library  
328 N. McLane Rd.  
Payson, AZ 85541  
928-474-9260  
**FAX 928-474-2679**

## **MEETING ROOM POLICY & FORM**

The Payson Public Library meeting room is available to local clubs, not-for-profit groups, businesses and government entities for meetings, workshops, and seminars. The meeting room may not be used for private parties or events. The Library reserves the right to refuse usage for any meeting that would be incompatible with the environment maintained at the library or the use thereof by its patrons for library purposes. All groups using the meeting room shall conduct themselves in a quiet, peaceful and orderly fashion that does not disrupt or annoy library patrons.

**Any applicant who advertises, posts, or distributes any promotional materials, or otherwise provides any notice of a meeting that will take place at the Payson Public Library Meeting Room shall (1) clearly identify the applicant as the sponsoring entity and (2) indicate that the applicant is NOT affiliated with the Town of Payson in all advertising and promotional materials.**

The meeting room can accommodate seating at tables for 100 people under normal circumstances, with COVID social distancing protocols in place, we are limited to quarter capacity – or 25 individuals. Kitchen facilities are not available. The Library staff cannot provide any assistance with the operation of any group's equipment. Wi-Fi is available within the library, including the meeting room, however, we have limited bandwidth available. There is not a phone line in the meeting room. The Library does not loan tables, chairs, or any other equipment for meetings outside of the library. A Laptop/DVD player and a projector are available for use within the library meeting room, this equipment must never be removed from the library. Library staff may not be available to assist with the operation of this equipment. If such equipment is found to be damaged or dysfunctional in any way after use by your group, repair fees will be so incurred. If damage is noted at time of use, inform Library staff *immediately* for inspection and notation.

**FEES:** Non-profit groups with 501C-3 paperwork or any government agency may use the meeting room free of charge, so long as the meeting held is free and open to the public. **For classes or seminars where fees are charged for attendance or for any business or for-profit group, we will charge \$100.00 for up to 4 hours meeting room of use, and \$25.00 for each additional hour.** (If you are in doubt as to your status, profit or non-profit, you must have a 501-C-3 to be considered non-profit.) **Non-profit groups must attach a copy of their 501-C-3 form to a copy of our policy when it is submitted to us.** Food is permitted within the meeting room but smoking and alcoholic beverages are prohibited. **You must bring your own supplies (i.e., napkins, dishes, utensils, cooking supplies, coffee supplies including coffee pot, etc).** The meeting room will be set up in a standard fashion.

→ You may move the furniture around to accommodate your special needs, however, it must be returned to its original setup before your group leaves, or a \$25.00 fee will be imposed and your privileges revoked.

→ The room must also be cleaned up before you leave, i.e. tables washed, white boards cleaned, trash dumped, floor vacuumed, etc. We do not have the staff or resources to clean up after gatherings, so this policy will be strictly enforced.

**The Payson Public Library opens at 9 AM Monday through Saturday. It closes at 6 PM on Mondays and Thursdays, 7 PM on Tuesdays and Wednesdays, and 3 PM on Fridays and Saturdays. The library is not open on Sundays or on most major holidays.**

The Meeting Room may not be reserved for times that the library is closed unless a Town of Payson employee will be present throughout the duration of the meeting. No club, group, or entity may reserve the Meeting Room for more than two times per month. Meeting room reservations can be made up to 6 months in advance. Library staff reserves the right to reschedule any scheduled use of the Meeting Room for a Library emergency or a Library or Town sponsored event. If rescheduling is necessary, the Library will endeavor to provide advance notice. The Town and Library sponsor a number of yearly events, including, but not limited to the Summer Reading Program during June and July.

If your group has signed up for a regular time, they must notify the Library if they will not be meeting in the Meeting Room, or are taking time off during the summer, or on holidays. **Groups who repeatedly fail to use the meeting room as scheduled and who do not provide a 24-hour cancellation notice may be denied use of the Payson Public Library Meeting Room for one year.** The Library is not open for some holidays, so it is your responsibility to make alternate arrangements if your meeting falls on a holiday.

When using our Wi-Fi for computer internet access, our Library Internet Policy will be in effect and strictly enforced.

→ **Library staff *will not* be available to operate any equipment, nor help with set up or cleaning of the meeting room.**

→ **Exterior and interior doors must be closed and cannot be left propped open.**

→ It is ***YOUR RESPONSIBILITY*** to notify everyone in your group that they must park in the large south quadrant of the parking lot. **STAFF PARKING IS ALWAYS RESERVED FOR LIBRARY STAFF AND VOLUNTEERS.** Please inform all attendees that the parking spaces in front of the Library entrance are reserved for patrons who are coming to use and/or visit the Library.

→ **The delivery driveway next to the back door is not a parking space, but may be used for loading and unloading supplies for your meeting.**

Thank you.

By signing this agreement to use our Meeting Room, you are agreeing to the meeting room policy attached.

**Please fill in the following information (required):**

Name of Club, Group or Organization:.....

Nature of Meeting/Content:.....

President/or Responsible Party: Name.....

Address:.....Phone:.....

Name of one other contact for group in emergency:.....Phone:.....

Day of Month:.....

Time of Meeting(s):.....

Capacity: ~~Maximum 100 people~~ , Maximum under COVID protocols: 25 people

One Time Meeting (or) Regularly Scheduled Meeting (circle one)

Check in the amount of \$.....enclosed, if applicable.

A copy of this signed document must be on file at the Library before actual use of the Meeting Room.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Revised 9/22/2021 ECL*

*Comments:*