

## Mesa Public Library Policy for Public Use of Meeting Rooms

All organizations, groups and persons using the library meeting rooms must abide by the following regulations:

1. Mesa Public Library makes its meeting room facilities available for lawful public use on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Because groups are using a public facility, all programs must allow for the general public to attend and observe, if they are interested. No exchange of money is allowed. Permission by the library to use its facilities does not constitute an endorsement by the library staff, the Library Board, or the City of Mesa.
2. Community groups may schedule rooms up to 60 days in advance counting the current month. (For example, on April 10, a meeting room may be scheduled through June 10.)
3. In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity.
4. The library is not responsible for equipment or materials owned by a community group and used in the library. No storage space is available. The Library will only supply tables and chairs.
5. The user is responsible for setting up and leaving the room in the condition in which it was found, including disposal of any waste materials in appropriate receptacles. The doors and walls may not be used for display: i.e. no tape, no nails, no thumbtacks, etc.
6. One sign is allowed on the entry door to the meeting room indicating that the group is meeting there, but must be removed following the meeting. No other signage is allowed at the facility.
7. Food is not permitted except for library/city functions. Drinks in unbreakable containers with lids will be permitted at all functions. No food or drink preparation will be allowed.
8. Smoking, alcoholic beverages, open flames, burning incense, and lit candles are not allowed.
9. At the discretion of the librarian, youth groups may be asked to have an adult sponsor present.

Rooms are available for reservations during the following hours:

### MAIN LIBRARY

Monday-Thursday: 10:30 a.m. - 6:30 p.m.  
Friday and Saturday: 10:30 a.m. - 4:30 p.m.

### RED MOUNTAIN AND DOBSON RANCH BRANCH LIBRARIES

Tuesday and Wednesday: 10:30 a.m. - 6:30 p.m.  
Thursday – Saturday: 10:30 a.m. - 4:30 p.m.

### Room Capacity:

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|---|---|
| <input type="checkbox"/> Main Library Board Room (capacity 20)    | <input type="checkbox"/> Dobson Ranch Meeting Room (capacity 75)          |
| <input type="checkbox"/> Main Library Saguaro Room (capacity 110) | <input type="checkbox"/> Red Mountain Coyote Room (Minimum 5, Max 40)     |
| <input type="checkbox"/> Main Library Study Room 1 (capacity 6)   | <input type="checkbox"/> Red Mountain Roadrunner Room (Minimum 5, Max 25) |

10. The noise or activity generated by the meeting may not interfere with others using the Library.
11. Please arrive on time for reserved meeting rooms. Meeting rooms will be available for the exact time for which the room has been reserved. If the responsible party does not check-in within the allowed 15 minutes grace period, the person(s) may lose their room reservation if another person or group requests its use.
12. The Library reserves the right to revoke permission to use meeting rooms at the discretion of the Library Director if users violate any part of the policy or any reasonable request of Library staff. Groups that are warned three times when they do not follow meeting room policy/procedures will not be able to use the rooms at any location again.

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I am the responsible party for a group that wishes to use a Mesa Public Library Meeting Room. I have read, understand and agree to comply with this policy. I accept full responsibility for the condition of the room and my group's behavior while in the Library.

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Signature