

# GLENDALE PUBLIC LIBRARY

## POLICIES AND PROCEDURES

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Title: **Meeting Room Policy**

Effective Date: August 6, 1974

Revised Date: February 15, 2007

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### Meeting Room Policy:

The library meeting rooms are available on a first come, first served basis for public gatherings of a civic, cultural, or educational nature. Applications for use of the meeting rooms will be made available at all library public service desks. Not included among the kinds of meetings or programs are private gatherings or social events such as wedding receptions and birthday parties, money-raising events, commercial endeavors, or meetings which are for an individual's or group's monetary benefit (example: investment clubs). **City of Glendale sponsored or co-sponsored programs will always be given first priority in scheduling.** Established non-profit organizations are invited to make use of the meeting rooms. The library may require proof of non-profit status. The fact that a group is permitted to use the meeting room does not in any way constitute endorsement by the Library of the group's policies or beliefs. The library will assume no responsibility for loss, theft of, or damage to the property of any group or individual using the library's meeting rooms. The Library Director has sole discretion to approve or deny permission to use the library meeting room. The following regulations govern use of the room:

### Regulations:

1. Initial application for use of a library meeting room will be made in writing and submitted to the library for approval a minimum of two weeks in advance of the meeting date. After initial approval the group should request, in writing, use of the meeting room at least two weeks in advance of the meeting date, if possible. The meeting room may be scheduled to be used only during hours the library is open to the public. Meeting rooms will be vacated fifteen minutes prior to the closing hour. Exceptions to this will be considered as requested on an individual basis.
2. Recurring reservations for a room will be accepted once every thirty days for a maximum of six months with the exception of established public educational institutions.
3. Groups using the library meeting room will not charge admission, but may restrict their meetings to their own members. Exceptions to this will be considered as requested on an individual basis. Library staff will have full access to all meetings being held in library meeting rooms.
4. State law prohibits smoking and serving of intoxicating liquors in public auditoriums and meeting rooms. Gambling activities of any type may not take place in the library meeting room.
5. Organizations holding meetings assume financial responsibility for any damage to the rooms, or contents. Organizations are responsible for supervising their own activities, including clean-up. The individual signing the "Application for Use of Meeting Room" must be over the age of eighteen and will be designated the person held financially responsible for the condition of the rooms and enforcement of the regulations listed herein. Damage assessments will result when necessary, and future use of the facilities may be denied.
6. The library is not responsible for the physical arrangement of the meeting room or arrangements for refreshments. The library will not provide equipment for groups using the meeting room. Any furniture or equipment brought in by the organizations must be removed at the conclusion of the meeting. The library will not store items belonging to organizations. The library is not responsible for lost articles or items left following the meeting.
7. The Library Director has full authority to grant, refuse or revoke permission to use the meeting rooms.
8. Groups using the meeting rooms are permitted to post one sign announcing the meeting on the door of the room being used. Signage must be removed at the conclusion of the meeting. No additional flyers or posters may be deposited or posted on the library building or on library property.
9. Publicity should not give the impression that the library is a sponsor of the meeting. Groups must provide a telephone number for the public to contact for information. The library will not give out information about meetings and the library telephone number may not be used.
10. The library reserves the right to relocate groups to an alternate location if special circumstances arise.
11. Groups are responsible for 48 hour notice of cancellation for any reason. Failure to do so may result in the cancellation of future reservations.

Glendale Public Library

5959 W. Brown Street • 623.930.3530 (Option 8, Option 1)  
Please return the completed form via fax to 623.842.2161

**APPLICATION FOR USE OF MEETING ROOM**

Name of Organization: \_\_\_\_\_ Non-Profit?  Yes  No

Purpose of Function: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_  
City, Zip Code

Phone Number

Fax Number

Email Address

**ROOMS AVAILABLE:**

Auditorium  
*Capacity 241*

Large Meeting Room  
*Capacity 60*

Small Meeting Room  
*Capacity 30*

**FOR ONE-TIME EVENT**

Date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Size of Group: \_\_\_\_\_ Room Requested: \_\_\_\_\_

**FOR SERIES OF EVENTS (limit of 6)**

Date: \_\_\_\_\_ Size of Group: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Room Requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR LIBRARY USE ONLY**

APPROVED  DENIED

Reason denied: \_\_\_\_\_

\_\_\_\_\_

Having read and understood the Meeting Room Policy of the Glendale Public Library, I hereby relieve the City of Glendale of all responsibility for any injury to or loss by any person attending the meeting and will comply with the rules of the policy.

SIGNATURE OF THE APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_