ROOM USE POLICY – LIBRARY OPEN HOURS

PRINCIPLE(S):

During LIBRARY open hours, the LIBRARY's meeting rooms are for community programs, events and services with cultural, educational, charitable and/or civic aims. Priority will be given to Library-sponsored programs, to Town of Camp Verde programs, to Library/Town partners and to nonprofit organizations. Meetings must be free and open to staff, public, and the press. Individuals/groups using library meeting rooms may not discriminate on the basis of race, sex, sexual orientation, color, creed, national origin, religious belief or handicap, against any person requesting admission to the meeting.

PRACTICE:

Meeting rooms shall not be used in any way that interferes with the operation of the library or which causes a threat to the safety of library patrons or Town property. The *Town of Camp Verde Code of Conduct* and the Camp Verde Community Library *Disruptive and/or Inappropriate Behavior Policy* applies to the use of meeting rooms.

The LIBRARY seeks to maintain neutrality concerning political matters. As an entity of the Town of Camp Verde, the LIBRARY adheres to ARS § 9-500.14 governing use of city or town resources or employees to influence elections. Town Policy Section 1-2-7-Policital Activity defines limits to political activity and display of political literature permitted in the LIBRARY.

Meeting rooms in the library may be used on a space available basis. Meeting rooms may be reserved in advance. Groups or individuals requesting to reserve a room must complete the Library Meeting Room Use Agreement. It is the responsibility of the reserving party to verify the room reservation is confirmed.

- Presentations/meetings that are primarily commercial in nature are not permitted. Use of rooms for solicitation of a business, or for personal social functions is prohibited.
- Government-sponsored political forums or debates are permitted if the government sponsor remains impartial and the events are purely informational and provide an equal opportunity to all viewpoints.
- Religious groups wishing to use a meeting room may do so provided no activity by persons coming to and from the meeting room involves religious ceremonies, proselytization, or suggestion that the Town has granted this religious use any preference.
- Use of a room by non-religious, religious, or anti-religious groups is on the same terms and conditions. The LIBRARY does not charge a fee to reserve or use a meeting room on its premises.
- Admission fees to attend a meeting are not permitted. Groups requesting the use of library meeting rooms may be asked to produce verification of nonprofit status.
- Reservations may be made 1 day to 4 months in advance, depending on the room. Reserved time must include setup and breakdown/cleanup time. Please see details on individual rooms.

ROOM USE POLICY – LIBRARY OPEN HOURS, continued

- Cancellation of confirmed reservations should be done at the earliest possible date to allow others to use the room.
- The LIBRARY reserves the right to cancel the room reservation or reschedule a program if there is a conflict with a Library-sponsored function.
- The use of a LIBRARY meeting room shall not be granted when, as determined by the Library Director, such use of the facility is not in the best interest of the Town.

All organizations must complete and submit a *Library Meeting Room Use Agreement*. The agreement shall be issued to responsible individual (21 years of age or older) only, who shall be in attendance in the meeting room during its use.

The LIBRARY recognizes the rights of free speech and free assembly. A group given permission to meet in the LIBRARY is not to be considered a LIBRARY program and does not constitute an endorsement by the LIBRARY or the Town of Camp Verde of the group's policies, actions, or beliefs or the views expressed in the meeting.

It is the responsibility of the meeting room user to follow all applicable local, state and federal safety rules and regulations.

The LIBRARY does not provide storage space for property or supplies of individuals/groups using the meeting rooms. The LIBRARY assumes no responsibility for private property brought into the building.

The meeting participants agree to indemnify and hold the library and the Town of Camp Verde harmless from any and all claims, suits, damages, costs, losses, and expenses in any manner resulting from or arising out of the individual/group's use of the meeting rooms. The LIBRARY reserves the right to require a certificate of insurance and the corresponding endorsement relative to the Town being named as additionally insured or agreement forms regarding such indemnification.