



## Meeting Room Use Policy

It is the policy of the Eloy City Council and the Eloy Public Library to provide use of the library meeting room to the community as a free public service for non-commercial purposes, giving preference to library-sponsored programs.

All meetings must be open to the public at no charge; meetings must not be restricted to any particular group. Library meeting room use will not be denied to any person or organization because of race, creed or color.

While using the meeting rooms, no admission may be charged; no products or services may be advertised, solicited or sold.

Groups using the library meeting room must not use advertising and publicity which imply that their programs are sponsored, co-sponsored or approved by the City of Eloy or the Eloy Public Library, unless written permission to do so has been previously given by the City Council or Library Director, as appropriate.

The Eloy City Council delegates to the Library Director and the Library Advisory Board the authority to develop and implement procedures and practices that carry out the provisions of this policy. Only the Library Director, and/or the Library Advisory Board, and/or the Eloy City Council, may grant exceptions to the policy.

If permission for the use of the meeting room is denied, the applicant may appeal to the Library Director; if the Library Director further denies permission and the applicant is dissatisfied with the reasons offered, an appeal may be made to the Eloy Library Advisory Board. If the Library Advisory Board denies permission and the applicant is still dissatisfied with the reasons offered, the Library Advisory Board will forward a recommendation to the Eloy City Council for action at the next regularly scheduled City Council Meeting.

---

# Meeting Room Guidelines and Rules

In addition to the Eloy Public Library Meeting Room Policy, the use of meeting rooms is subject to the following guidelines and rules:

- The Library reserves the right to cancel any scheduled use of the meeting room in the event that the room is required for a City or Library purpose.
- Reservations are made individually at the library. A meeting room application form needs to be completed and submitted in person 24 hours prior to the meeting. The application form is to be signed by the person responsible for the use of the room.
- Reservations for meeting room space are on a first-come, first-serve basis. Library sponsored programs will have preference.
- Reservations are made no more than three months in advance. No group may consider the library its permanent meeting place or use the library as its mailing address.
- The Library Director and/or designated staff members have the authority to accept, renew, or reject requests for use of the room under the established policy. To promote the accessibility of the meeting rooms to a wide variety of community groups, the library may limit meetings for any particular organization.
- The library meeting room may be scheduled for literacy and tutoring programs and Eloy Parks and Recreation program space.
- Books may be sold at library sponsored author/illustrator events.
- If permission has been obtained to use the room outside of regular library hours, arrangements must be made in advance for closing and securing the meeting room and library building. The user is responsible for putting away tables and stacking chairs, turning off the lights, locking doors, and properly returning the key by the end of the next working day.
- The applicant is responsible for discipline and reasonable care of the room. The applicant will be held responsible for any damage, and the condition of the room after its use, e.g., chairs stacked, utensils washed, coffee bar cleaned. Failure to do so may result in denial of future use of the room.
- There shall be no interference with the use of the library by its patrons, e.g., noise, overcrowding of library or parking lot.

- Groups expecting large attendance should request members to park so that sufficient and convenient parking will be available to library patrons.
- Attendance must not exceed the posted capacity of the meeting room.
- The library will not provide storage for any group. Exceptions may be made for library-sponsored groups on approval of the Library Director.
- It is the responsibility of the applicant to provide necessary equipment if it is not available at the library. The applicant may supply coffee makers and other small appliances.
- Refreshments may be served, provided proper care is given to clean up after the meeting. Meals may not be served unless approved by the Library Director. Alcoholic beverages may not be served or consumed on library property. The Eloy Public Library is a smoke free facility.
- The Library Director may ask that meetings of youth groups have an adult in attendance.
- Notify a library staff member if a meeting must be canceled.
- Failure to comply with the Meeting Room Use Policy and Meeting Room Guidelines and Rules will result in withdrawal of meeting room use privileges.
- The Library Director and/or the Eloy City Council, as appropriate, must approve any exceptions to the policy in advance of the scheduled meeting date.