

## DESERT FOOTHILLS LIBRARY MEETING ROOM POLICIES & PROCEDURES

Library space is available on a first come first served basis for public gatherings that lend itself to the mission of the Library as: “a welcoming place in the community ... to create a forum where social and educational programs enhance knowledge, ideas, and cultural enrichment”.

- Library programs take precedence in scheduling.
- The Library reserves the right to accept or reject any program.
- The fact that a group is permitted to use the library does not in any way constitute endorsement of the individual’s or group’s policies or beliefs.
- **Non-Profit organizations usually have a 501(c) designation. Final determination rests solely with the Director.**
- The Library will assume no responsibility for loss, theft of, or damage to the property of any group or individual.
- Organizations are required to be self-insured.
- Set-up and take-down of chairs and tables are the responsibility of the person/s renting the room.
- The Library expects the space to be left as found or requested or the \$50 deposit will not be refunded.
- If Library space is used during library hours, the premises MUST be vacated promptly at closing time.
- Advertising, press releases, etc. are responsibility of Rentee; Library will provide sign-up service upon request and list on web site calendar.
- Furniture available: 12 tilt-top tables, 50 stacking chairs. Equipment available: internet connection, public address system, (overhead projector and screen in Conference Room)
- **If refreshments are to be served, there will be an additional \$50 fee.**
- **Reservations require signed contract and a \$50 Security Deposit check.**
- \$50 Security Deposit will be returned after inspection of facilities if everything is cleaned and returned as found.
- Cancellation at any time will forfeit security deposit.

### **CHARGES PER HOUR:**

ROOM/ SPACE	MAX # OF PEOPLE	NON- PROFIT LIB HOURS	NON- PROFIT AFTER HRS	FOR- PROFIT LIB HOURS	FOR- PROFIT AFTER HRS
<b>Conference Room</b>	85	\$25	\$65	\$75	\$115
<b>Story Time Room</b>	35	\$20	\$60	\$70	\$100
<b>Board Room</b>	20	\$15	\$50	\$60	\$90
<b>Entire Library**</b>	300	N/A	\$100	N/A	\$300

### **EQUIPMENT RENTAL (FLAT FEE): \$20**

LAPTOP, PROJECTOR & SCREEN
DVD PLAYER, PROJECTOR & SCREEN
LIBRARY SOUND SYSTEM