



Prescott Mac Users Group

LOCATION

Prescott, Arizona

EMAIL

prescottmug@mac.com

WEB

www.pmug.us

Prescott Public Library - Meeting Room Policy (for members information)

Use of Meeting Rooms:

- All meetings must be open to staff, public, and the press. Individuals/groups using the Library Meeting Room may not discriminate on the basis of race, sex, color, creed, national origin, religious belief or handicap, against any person requesting admission to the meeting.
 - The Meeting Room shall not be used in any way that materially interferes with the operation of the Library or which causes a threat to the safety of library patrons or city property.
 - Smoking and alcoholic beverages are not allowed in the meeting room or in any area of the library.
 - Users are responsible for setting up and arranging chairs, tables and equipment for their meeting. The room must be cleaned of all litter and left in good order at the end of the meeting. Equipment available for use is listed on the room use application.
 - In the event of a Library building emergency or weather-related emergency, meetings may be canceled.
 - The Meeting Room is available for use during regular library hours. Meetings/programs must finish 15 minutes before the library closes.
 - Light refreshments (coffee, punch, cookies) may be served in the Meeting Room. All refreshments must remain in the Meeting Room. Individuals/groups using the room must provide all supplies and equipment for refreshments and clean up.
 - The library does not provide storage space for property or supplies of groups or organizations using the Meeting Room. The library assumes no responsibility for private property brought into the building.
 - Groups are responsible for supervision of children who may accompany its members. Children shall remain with the user or be supervised by an adult who remains with them.
 - The organization agrees to indemnify and hold the Library and the City of Prescott harmless from any and all claims, suits, damages, costs, losses, and expenses in any manner resulting from or arising out of the organization's use of the room. The library reserves the right to require a certificate of insurance.
 - The group must comply with the Americans with Disabilities Act and is responsible for providing qualified interpreters or auxiliary aids upon request.
 - Library staff cannot take or deliver messages for meeting participants.
 - The contact person for each organization is responsible for ensuring that each member of his or her group is aware of and abides by these regulations. Future use of the Meeting Room may be restricted or denied for any violation of these conditions.
- Failure to adhere to any of these guidelines may result in cancellation of the group's reservation.