

POLICIES AND PROCEDURES FOR THE USE OF ST. JOHNS PUBLIC LIBRARY CONFERENCE ROOMS

Overview of Facilities

The St. Johns Public Library has two large conference rooms located off the foyer and two small conference rooms located within the library proper.

The rooms are available for use by the public in accordance with the policies and procedures set forth in this document.

Eligibility

The following groups and organizations are eligible to reserve and use the library conference rooms:

- a) Government departments at all levels including federal, state, local, and tribal.
- b) Utilities
- c) Educational/Literacy
- d) Community-based, civic, and volunteer
- e) Non-profit

Individuals reserving the conference rooms on behalf of their organizations must be at least 21 years of age.

The conference room(s) may not be reserved for personal events such as birthday parties, family gatherings, etc.

Library facilities may not be reserved for informational presentations, which are in any way linked to the manufacture, distribution, promotion, or sale of products or services.

The conference rooms may not be used for activities for which a fee is charged, or for any commercial enterprise. No admission fees may be solicited or collected at the library. Sale of products or services is not permitted on library property.

Approval of an application by the library does not constitute an endorsement of the event, nor any ideas and information conveyed by the sponsoring organization. No group using the conference room(s) should attempt to infer an endorsement by the library in its advertising, nor should it use the library's address as the group's address. Reservations may be cancelled in advance of any conference where this regulation is violated.

Scheduling Priorities

Reservations will be made on a first come, first served basis after consideration of:

- Library events
- County events
- Education
- Non-profits

Conference Rooms may be scheduled for a maximum of three months in advance.

The library also reserves the right to change scheduled reservations in the event of an emergency within the library district or within federal, state, local and/or tribal government that requires use of the room(s).

Room Use Policy

ROOM AVAILABILITY

Listed below are the rooms available for use, dimensions of the spaces, capacities, and times available. **Attendance must not exceed room capacity.**

| Room | Square Feet | Assembly Capacity | Days & Hours available |
|--|-------------|-------------------|---|
| Large conference room (May be divided in two; rooms A and B listed below) | 1273 | 75 | Monday – Sunday 6:00 a.m. to 9:00 p.m. |
| Room A | 636 | 37 | Monday – Sunday 6:00 a.m. to 9:00 p.m. |
| Room B | 636 | 37 | Monday – Sunday 6:00 a.m. to 9:00 p.m. |

Days and times requested for room usage must be in accordance with the days and time listed in the above table.

The large library conference rooms may be used on an application-basis only and in accordance with the established fee schedule.

Non-profits meeting on a monthly basis may sign an application that will remain on file for a period of six months.

APPLICATION PROCESS

- Applications must be made at least two weeks in advance.
- Reserved hours must include set-up and clean-up time.
- Before a room may be reserved, a completed application must be submitted to and approved by the Apache County Library District. No event will be scheduled on the calendar until the application has been approved.
- Applications may be picked up at the circulation desk or accessed on the library's website.
- All applications are subject to approval by the Apache County Library District. The district reserves the right to deny an application if for any reason the district believes the proposed activities may be harmful to persons, equipment, and or facilities, or will cause the library district to be in noncompliance with city, county, state, and federal policies and regulations.
- Key and cleaning deposits must be turned in with the completed application.
- The person signing the application must be at least 21 years of age and, as the responsible party for the event, is legally accountable for any damages or breach of contract.
- Youth groups/organizations must request rooms through a responsible adult (21 year of age or older). This responsible party **must be present at all times** during the event. In addition, there must be one adult present for every 10 youth. Insufficient adult coverage of a youth event will result in the immediate cancellation of the event. The names and addresses of all adults that will be in attendance at the event must be included on the application to be considered for approval.

RESPONSIBILITIES OF APPROVED APPLICANTS

It is the responsibility of an approved applicant to understand, abide by, and convey to all participants the policies and procedures of this document. Misuse of the facilities and/or breach of the contract could result in immediate cancellation of the event. Fees, fines, and/or permanent restriction from use of the rooms may be imposed.

In addition, the responsible party must ensure that the following matters are addressed:

- Pre- and post-event inspections of the room(s) will be scheduled by library staff. The post-event inspection will take place no later than one business day after the event.
- Keys will be released to the applicant the day of the event.
- The applicant assumes responsibility for understanding all policies and procedures of the contract.

- All individuals associated with the event must vacate the conference room(s) by the designated ending time. If event ends after library hours, library premises must also be vacated by the designated ending time.
- If the library is closed at the conclusion of the event, the responsible party must secure and lock the building, then place the keys in an envelope and deposit in the book drop located outside the building.
- For events conducted during library business hours, group activities and room use cannot inhibit library business. This includes the impact an event may have on availability of parking for regular library business.
- The security of participants' vehicles and all personal effects therein are the sole responsibility of the owners of the vehicles.

CANCELLATION OF RESERVATION

Organizations may cancel their reservations at any time. Please contact library staff to notify of cancellation as soon as possible.

If an organization uses room(s) for any portion of scheduled time, the requirements of the contract remain in effect.

The Library reserves the right to cancel a reservation at any time if deemed necessary by the Apache County Library District.

Fees and Insurance

The following fees and insurance requirements shall apply to any all uses of the library conference rooms

- Organizations hosting events that involve food and/or beverages must pay a **\$150** cleaning deposit. The cleaning deposit will increase by **\$50** for Friday or Saturday events.
- **\$50.00** key deposit is due with submission of application. (See Responsibilities of Approved Applicant for details of deposit refund.) Anyone who is issued a building key and loses it will be responsible for bearing the cost of rekeying the building, \$250.00, and loses the privilege of borrowing the key in the future.
- Users may be required to show proof of insurance evidencing coverage for \$1,000,000.00 in liability insurance

- Proof of insurance is **not** required when meetings, events, etc. are held during normal library business hours when library staff is on site, unless the meetings, events, etc. pose a greater than normal risk for liability.
- Proof of insurance **is required** for meetings, events, etc. that are held outside normal library business hours when library staff are not on site.
- Users shall indemnify and hold harmless Apache County, the Apache County Library District, and its branch libraries from any and all liability that may arise from the use of the facility for the named event, including any and all actions, claims for personal injury or death and property damage including costs and expenses of defense of such action.
- Organizations will be billed for a professional cleaner to clean the building if the room is damaged or found in less than satisfactory condition, and the cost is more than the cleaning deposit.

The district reserves the right to revoke the organization's privileges for future use of the conference room(s).

- Deposits will be returned to organizations within 30 days after the final inspection if the keys have been returned and no damages were found. If damage or loss of library property is found, the cost of repairs/replacement will be subtracted from the deposit.

Instructions for Conference Room Use

SETUP

- The library does not provide porter service to carry supplies, nor will the library provide carts or dollies for the purpose of loading and unloading.
- Please have any equipment or furniture brought to the library inspected and approved by the library manager or designated staff *before* set up.
- Signage and/or decorations may only be affixed to the walls and doors using PlastiTack or a comparable product (i.e. no tape, no nails, no thumbtacks etc.).
 - Decorations such as confetti, burning candles, decorations incorporating glitter, nails, thumbtacks, staples and tape may not be used.
 - All signage and decorations shall be removed from the premises at the conclusion of the function.

FOOD, BEVERAGES

- Bottled, capped water is the only refreshment that may be served in the small conference rooms.
- Light refreshments may be served in the large conference rooms. However, events that include food and/or beverages other than capped bottled water require a deposit. (See *Fees and Insurance*).
- Only non-alcoholic beverages may be served on the premises. Beverages served must not contain red, blue, purple or any dark-colored dyes.
- The library, the library district, and the county are neither responsible nor liable for ensuring the safety of food provided by the reserving party or any of its participants.

EQUIPMENT AND SUPPLIES

- Tables and chairs are available for use. Additional tables and chairs may be brought into the conference rooms or library *only* with prior approval from library manager to assure compliance with fire and safety codes.
- Electrical outlets are available for use.
- The rooms are *not* equipped with units to refrigerate or store beverages and food items. Proper refrigeration and storage of food items is solely the responsibility of the reserving party.
- The Library does not provide supplies such as copies, flip charts, easels, markers, pencils, paper, batteries, napkins, paper plates, cups, utensils, coffee condiments, etc. Copies are available for a fee in the library during regular business hours.

CONDUCT

- Users will be admitted to and must vacate the premises at times specified on application.
- Library staff will not page or relay messages to individuals who are attending an event, except in an emergency situation.

- The noise and activity generated by the event must not interfere with library patrons or library operations.
- If children are present at the event, it is the responsibility of the reserving organization to supervise the children and attend to their needs.
- Disorderly conduct or vandalism may result in immediate expulsion or arrest, and forfeiture of the deposit.
- If Sheriff's assistance is required, the event may be closed immediately and the deposit will be forfeited.
- Library staff may attend or observe any event at any time to ensure compliance.

CLEANUP

- Neatly stack library chairs and tables
- Put litter in trash containers
- Remove all personal effects, equipment, food items, and decorations brought by group
- Vacuum
- Clean bathroom fixtures if after library hours
- Sweep and mop bathroom if after library hours
- Wipe counters and cupboards as used
- Haul garbage off the premises
- Report any problems to the library manager or staff

CHECK OUT

At the conclusion of the event the library staff shall:

- Conduct an inspection (with the designated person responsible for the group) of the conference room(s), bathrooms, foyer, and grounds.
- Assess charges for any special cleaning requirements of damages resulting from use of the conference rooms.
- Refund deposit or issue invoice for additional charges due. Deposit or invoice will be mailed by library within thirty (30) day after the conclusion of the function. Additional charges are due upon receipt of invoice.

POLICY AND PROCEDURES FOR THE USE OF THE ST. JOHNS PUBLIC LIBRARY SMALL CONFERENCE ROOMS

The St. Johns Public Library has two small conference rooms located inside the library. These rooms are available during our normal business hours. You must check in at the circulation desk for admittance to the small conference rooms. The small conference rooms must be used in accordance with the conference room policy. Any activity that does not comply with the Library District’s policy, including the patron rights and responsibilities, is grounds for terminating the use of the room.

Please be advised that these rooms are not soundproof and noise from these rooms does carry out into the library proper. The noise level in these rooms must not interfere with library patrons or library operations. Violation of this policy may result in immediate removal from the room.

- You must be 18 to use the small conference rooms.
- Patrons under the age of 18 may not use the room without adult supervision.
- Table, chairs and electrical outlets are available for use.
- The small conference rooms are available with a two (2) hour time limit per day.
- Reservations are not required, but are suggested to ensure use of the room.
- Users will be admitted to and must vacate the room at the specified time.
- Disorderly conduct or vandalism will result in expulsion from the library.
- Please leave the room in a clean, comfortable and safe condition for use by other patrons.

Listed below are the rooms available for use, capacities, and times available. Attendance must not exceed room capacity.

| Room | Square Feet | Assembly Capacity | Days & Hours available |
|--------------------------|-------------|-------------------|--|
| Small Conference Room #3 | 116 | 4 | Monday, Wednesday, Friday 10:00 a.m. – 4:45 p.m. Tuesday & Thursday 10:00 a.m. – 6:45 p.m. Saturday 10:00 a.m. – 1:45 p.m. |
| Small Conference Room #4 | 116 | 4 | Monday, Wednesday, Friday 10:00 a.m. – 4:45 p.m. Tuesday & Thursday 10:00 a.m. – 6:45 p.m. Saturday 10:00 a.m. – 1:45 p.m. |