

Use of Library Meeting Rooms, Bulletin Boards, Exhibits, and Displays Policy



sedona
public
library

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LIBRARY MEETING ROOMS

In keeping with its mission to build connections within the community by providing inspiring ideas and engaging experiences, and to positively contribute to the community's cultural life, Sedona Public Library permits members of the public to use library meeting rooms in accordance with federal and state laws and this policy, when those rooms are not in use for library purposes and library-sponsored activities, programs, or events.

Sedona Public Library (SPL) makes library meeting rooms available on an equitable basis, regardless of the beliefs or affiliations of groups or individuals requesting their use. Permission is revocable at any time and for any reason and does not constitute a lease. SPL may reject for any reason a request to use a room. Permission to use SPL meeting rooms is not endorsement or sponsorship of any group, individual, organization, or event.

This policy applies to the use of any library facilities including, but not limited to, meeting rooms, bulletin boards, display cases or racks, and outdoor areas.

Library facilities are open to individuals, non-profits, and for-profit organizations.

The Library Director shall establish:

- A list of facilities appropriate for public use, the times that each facility shall be available, and a schedule of fees for room rental/use.
- Rules of use that shall apply equally to all users to ensure protection of public safety and Library property.
- Procedures for facility use that shall impose reasonable time, place, and manner limits. The procedures shall be designed to encourage use of facilities by multiple diverse users and shall not discriminate on the basis of the identity of the user or the content of the user's speech.

Commercial Use

For-profit organizations are welcome to use library meeting spaces for events that are open to the public or invitees, to hold a meeting, raise money, or sell a product or service either at the program or afterwards.

For-profit organizations presenting programs at the request of the library may present programs to the public on general topics; however, selling, offering products or services for sale, and solicitation for future delivery or performance of any product or service are not permitted during library programs. No personal information may be collected from public program attendees.

Non-profit Use

Non-profit organizations are welcome to use library meeting spaces for programs that are open to the public (including presentations and/or fund-raising events), as well as meetings for its administration and/or members.

Non-Commercial or Individual Use

Individuals and non-commercial groups are welcome to use library meeting spaces for a variety of private and public events. These uses will be evaluated on an individual basis.

No Advertising of SPL Sponsorship

Organizations, businesses, and private individuals using the rooms are not permitted to use advertising or publicity that implies that their programs are sponsored or co-sponsored or approved by SPL, unless written permission to do so has been previously given by the Library Director.

No Discrimination

SPL requires that all organizations, businesses, and private individuals hosting meetings at the library will uphold high ethical standards without regard to race, color, religion, sex, age, national origin, disability, or other protected status.

Damages and Liability

SPL is not responsible for the loss of or damage to any equipment or materials owned or rented by any person, group, or organization using its rooms. Any person, group, or organization using the rooms shall be responsible for any damage to any SPL building, grounds, collections, or equipment caused by the person, group or organization, its members, or those attending its program. Any person, group, or organization holding meetings at the Main Library location fully releases and discharges SPL, its Board, officers, and employees from any and all claims from property damage and injuries, including death, damages, or loss, which may be alleged to have arisen out of, or in connection with, the meeting, the use of rooms, or the use of the facility. Any person, group, or organization holding meetings at the Sedona Public Library in the Village location fully releases and discharges SPL, its Board, officers and employees, and the Sedona Oak Creek Unified School District from any and all claims from property damage and injuries, including death, damages, or loss, which may be alleged to have arisen out of, or in connection with, the meeting, the use of Rooms or the use of the facility.

The following will be posted in all SPL meeting rooms. "The Sedona Public Library makes this room available for rent on a non-discriminatory basis. The Library does not review, censor, or approve the content of any renter's program. View expressed are those solely of the renter. The Library does not endorse any materials or products."

COMMUNITY POSTINGS ON BULLETIN BOARDS AT LIBRARIES

Bulletin board space is provided in the Library for news about library-related activities and information about the local community. Any group or individual may request bulletin board space for the posting of information on events of interest for any lawful public or private purpose.

All uses are subject to the approval of the Library Director or his/her designee.

The fact that a notice is posted does not constitute an endorsement by the Library of the contents of the notice or the sponsoring group's or individual's beliefs, policies, or programs. The notice may not name the Library as the address or headquarters for any group or individual.

The Library Director is responsible for developing rules and procedures for postings.

GIVE AWAY MATERIALS AT LIBRARIES

The Library accepts materials for public distribution having a public information purpose from non-profit organizations, educational institutions, public utilities, and governmental agencies. All uses are subject to the approval of the Library Director or his/her designee. Immediate posting is not always possible.

The Library Director is responsible for developing rules and procedures for deposits and retention.

PUBLIC EXHIBITS & DISPLAYS AT LIBRARIES

It is part of the Library's function to provide access to intellectual, educational, informational, and cultural resources of the community. Exhibits and displays which serve that purpose from individuals, groups, non-profit organizations, educational institutions, public utilities, and governmental agencies are permitted subject to guidelines and space availability.

The Library Director is responsible for developing rules and procedures for exhibits and displays

THE MOST CURRENT POLICY SUPERSEDES ANY AND ALL PREVIOUS POLICIES ISSUED RELATIVE TO THIS SUBJECT.