



## ROOM RENTAL POLICY

Desert Foothills Library is pleased to offer the public the opportunity to rent meeting and study room space and the Waterfall Terrace ("rooms") for individuals and organizations for a set fee when available. The Room Rental Policy describes the different types of room rentals provided by the library and the general rules and regulations that apply to the community's use of those rooms.

Desert Foothills Library welcomes the public use of its rooms. Permission granted to use the rooms in no way constitutes endorsement by Desert Foothills Library of the policies or beliefs of any group, individual, or organization. Any views and beliefs discussed are of the facilitators and attendees, not Desert Foothills Library.

### Types of Room Rentals:

- Private Room Rental
  - For individuals or businesses that require only one (1) room.
- Special Event Room Rental
  - For individuals or businesses that require more than one (1) room for their special event. A private special event includes, but is not limited to, parties, showers, weddings, memorials, receptions, other celebrations, meetings, etc.
- Non-Profit Room Rental
  - For non-profit organizations – must supply 501(c)3 Tax ID
- Strategic Partner Room Rental
  - For local businesses that have a partnership with Desert Foothills Library in some form.
- Study Room Rental
  - For individuals or businesses that reserve a study room for more than four (4) contiguous hours.

### Room Rental General Rules and Regulations:

Desert Foothills Library's rooms are available on equal terms to all individuals, businesses, nonprofit groups and organizations, and Strategic Partners subject to the Room Rental General Rules and Regulations below (these guidelines apply to all room rental reservations):

1. Full payment is due upon signing the Room Rental Agreement. Fees will be quoted upon request and provided before the Room Rental Agreement is signed.
2. The payment is 100% non-refundable if the event is cancelled within thirty (30) days prior to the event. Failure to notify Desert Foothills Library of cancellation may jeopardize future reservations.

3. Library programs take priority over all rental use. Individuals or organizations may only rent the designated rooms when available. All event fees support the library's services and programs.
4. Time to set up and break down the rooms is required and included in the entirety of the event's rental duration to cover the staff time. Requests and arrangements for specific room furniture layouts are subject to availability and must be made at the time of the reservation.
5. Audio-visual equipment requests must be made when the room(s) is reserved. The types of equipment available vary based on availability. Groups and individuals should verify what is available when the room is reserved. Trained Desert Foothills Library staff will provide basic assistance with library-owned equipment and comply with all copyright laws which protect DVDs and videos. Any misuse of library audio-visual equipment may jeopardize future reservations.
6. Desert Foothills Library has sole discretion to approve or deny permission to the use of its rooms.
7. Desert Foothills Library reserves the right to change the room location used for rental.
8. Desert Foothills Library will not assume responsibility for the security of items in the room(s) during a reservation or provide storage of materials or equipment for a reservation using the room(s).
9. Desert Foothills Library does not assume responsibility for the loss, theft of, or damage to the property of any group or individual using the library.
10. Use of Desert Foothills Library's facility may be prohibited or terminated at any time if the group or individual conduct interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.
11. Desert Foothills Library's policies apply to all people on library property. Desert Foothills Library may withdraw permission to reserve rooms from groups or individuals who have failed to comply with the Room Rental Policy, Patron Conduct Policy, or any other library policy. Rental status does not subvert library policies, and individuals or groups may be asked to leave the library if they do not follow policy rules and guidelines.
12. Groups and individuals who use the rooms are library guests, and their use of the space should reflect that understanding.
13. All groups or individuals using the rooms will leave the facilities clean and orderly and are responsible for any damage to library property that occurred during the room reservation.
14. Room reservations may start at or after 9:15 am Monday-Friday and 10:15 am on Saturdays, and the reservation must end (15) minutes before closing, 4:45 pm Mondays, Wednesdays, and Fridays, 5:45 pm Tuesdays and Thursdays, and 3:45 pm Saturdays to give staff sufficient time to open and close the building, unless otherwise arranged with Desert Foothills Library staff.

15. If an individual or organization holds a program requiring registration independent from that of the Desert Foothills Library's reservation system (i.e., workshops, seminars, etc.), it is the individual's or organization's responsibility to keep Desert Foothills Library informed of the number of attendees so that Desert Foothills Library can plan accordingly.
16. Each individual or group is responsible for ensuring that attendance at its meeting or special event does not exceed the maximum occupancy for the room(s).
17. An authorized representative of the group reserving the room(s) must remain on the premises throughout the period for which it is reserved or until the meeting or event ends, unless mutually agreed upon exceptions are authorized by Desert Foothills Library staff. Any individual or group that reserves a room(s) must assume legal responsibility for all related event activities in the library.
18. Rooms must be reserved by an adult (18 years or older). Persons bringing children thirteen (13) and under to reservations must assume responsibility for their care and behavior. Young Adults, age fourteen (14) or older, may reserve study rooms at the discretion of Library Management.
19. Groups reserving Desert Foothills Library's facilities must not use advertising and publicity that implies their programs or events are sponsored, co-sponsored, endorsed, or approved by Desert Foothills Library. Any publicity created by an organization, individual, or group that reserves rooms must include this statement in all publicity materials:

*Permission to use rooms does not imply library endorsement of the views expressed, goals, policies, or activities of any group or organization. The content of programs held in the rooms has not been reviewed or approved by the library, and the organization booking the rooms is solely responsible for such content.*