Public Library System

Meeting Room Use

Policy Statement:

Scottsdale residents have welcoming, vibrant, and dynamic places to meet and share with others at the Scottsdale Public Library. The following regulations shall apply to all library meeting rooms and are in addition to those set forth in the Scottsdale Revised Code Section # 20-23

Regulations:

1. Library staff are not responsible for setting up or removing materials from meeting rooms for public or private use. Tables and chairs are provided in each meeting room. Additional equipment may be available for rent. It is recommended that laptops be tested with the library projection system to determine compatibility prior to the scheduled meeting date.

2. All rental fees shall be paid in full at time of booking.

3. Reservations will not be confirmed until full payment is received.

4. Cancellations and amendments must be received thirty (30) days prior to event date in order to receive a refund. The administration fee is not refundable.

5. All contract amendments are subject to additional administrative fees.

6. No signs shall be posted in public areas of the library for purposes of advertising prior to or during the rental. No signs shall be posted in the meeting areas using anything that will injure, mar, or in any manner deface the premises. Any items posted in the meeting area must be removed at the end of the meeting. The Library cannot advertise programs for rented rooms on its website, events calendar, or electronic newsletter.

7. Persons will not be permitted inside any meeting room in excess of the established capacity as follows:

    Maximum occupancy: Civic Center Auditorium - 280
                                            Civic Center SHC Program Room - 28
                                            Mustang Auditorium - 140
                                            Mustang Book Discussion Room –40
                                            Arabian Meeting Rooms –28
                                            Appaloosa Meeting Rooms – 40
                                                      (both rooms open - 80)

8. Food and beverages with lids are permitted.

9. No alcoholic beverages shall be served or consumed (includes religious ceremonies) in the meeting room or elsewhere on library premises.

10. No lighted candles or incense of any kind are allowed (includes religious ceremonies) on library premises.

11. All rooms must be vacated by the indicated end time to allow the facility to close and secure in a timely manner.

12. Meeting rooms and/or equipment must be left in the condition found. Charges will be assessed for any cleaning required or damage incurred during use of the meeting room and/or equipment.

13. Groups will be billed for any additional time, space or equipment used that is not listed on the original contract. Set-up/tear-down time needs to be included in the contract. Meeting rooms will not be open prior to the time listed on the contract.

14. The library cannot store or hold equipment, supplies or other items for room rental customers prior to or between reservations. Items may not be left unattended in study rooms.

15. Individuals or groups with unpaid fees on their accounts will not be able to make future bookings until all charges have been paid.

16. Any person reserving a library meeting room must enter into a permit contract agreeing to defend, indemnify, and hold harmless the City of Scottsdale and to abide by any other rental requirements, all as more specifically set forth in the contract.

17. You must register with the Arizona Department of Revenue and the City Tax & License Department if you wish to sell items, collect fees, donations or tithes on City property. For information, call (480) 312-2400.

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Booking Times:

Appaloosa

Mon – Thurs: 9:00 am to 7:45 pm
Fri & Sat: 10:00 am to 5:45 pm
Sun   1:00 pm to 4:45 pm

Arabian

Mon – Thurs: 9:00 am to 7:45 pm
Fri & Sat: 10:00 am to 5:45 pm
Sun   1:00 pm to 4:45 pm

Civic Center

Mon – Thurs: 9:00 am to 7:45 pm
Fri & Sat: 10:00 am to 5:45 pm
Sun   1:00 pm to 4:45 pm

Mustang

Mon – Thurs: 9:00 am to 7:45 pm
Fri & Sat: 10:00 am to 5:45 pm
Sun   1:00 pm to 4:45 pm