

Mesa Public Library Meeting Room Guidelines

All organizations, groups and persons using the library meeting rooms agree to adhere to the Library Code of Conduct and the following guidelines:

1. Mesa Public Library makes its meeting rooms available for lawful public use on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. All functions must be free and open to the public. No exchange of money is allowed; this includes, but is not limited to, the solicitation of donations, payment of registration fees (either prior to or at the function), payment of membership fees required to attend the function, or the selling of any items. Permission by the library to use its facilities does not constitute an endorsement by the library staff, the Library Board, or the City of Mesa of a group/individual or their activities.
2. Due to demand and limited meeting room space, community groups may not schedule rooms more than 60 days in advance.
3. Users will be limited to one reservation per day with a maximum time limit of 4 hours. Different members from the same group may not reserve the room for consecutive periods of time as a new reservation. If there are no reservations after the 4 hours is up, users may stay in the room until the next group arrives.
4. Rooms are available at the Main Library, Red Mountain Library and the Dobson Ranch Library 9:00 a.m. to 7:30 p.m. Monday – Thursday and from 9:00 a.m. to 4:30 p.m. Friday and Saturday. THINKspot collaboration rooms are available beginning at 10 a.m.
5. In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity.
6. The library is not responsible for equipment or materials owned by a community group and used in the library. No storage space is available. The Library will only supply tables and chairs.
7. The user is responsible for setting up and leaving the room in the condition in which it was found, including disposal of any waste materials in appropriate receptacles. The doors and walls may not be used for display: i.e. no tape, no nails, no thumbtacks, etc.
8. One sign is allowed on the entry door to the meeting room indicating that the group is meeting there, but must be removed following the meeting. No other signage is allowed at the facility.
9. At the discretion of the staff, youth groups may be asked to have an adult sponsor present.
10. The noise or activity generated by the meeting may not interfere with others using the Library.
11. Please arrive on time for reserved meeting rooms. Meeting rooms will be available for the exact time for which the room has been reserved. If the responsible party does not check-in within the allowed 15 minutes grace period or if the room is unoccupied for more than 15 minutes at any time for the duration of the reservation, the person(s) may lose their room reservation if another person or group requests its use.
12. The Library reserves the right to revoke permission to use meeting rooms at the discretion of the Library Director if users violate any part of the guidelines or any reasonable request of Library staff.



THINKspot Collaboration Room Guidelines

There are two collaboration rooms within THINKspot.

By using the room(s), you agree to adhere to the Library Code of Conduct and the following guidelines:

1. The rooms are to be used for **group work only; the SMARTboards are to be used for collaborative work only.**
 - a. Individual study rooms and computers are available elsewhere within the Red Mountain Branch Library.
2. A **minimum of two people** must be present to use the room.
3. If not reserved in advance, each room can be used on a first-come-first-served basis.
4. No reservations can be made the day-of.
5. Reservations can only be made by a person who will be in attendance in the room during the reserved time.
6. Rooms can be reserved for a **minimum of 30 minutes, and a maximum daily limit of 4 hours.**
7. Rooms can be reserved **up to 60 days in advance**, counting the current month.
8. Both rooms used as one large room cannot be reserved unless they are both available.
9. Rooms are available for reservations starting at the opening hour of THINKspot, and ending 30 minutes before closing.
10. Please arrive on time for the reservation. Rooms will be available for the exact time for which the room has been reserved. If the responsible party does not arrive within the first 15 minutes, the person(s) may lose their room reservation if another group requests its use.
11. Mesa Public Library is not liable for any personal item(s) (technology or other) left unattended in a room.
12. **The person who reserves the room agrees to accept full responsibility for the condition of the room and technology equipment, as well as the group's behavior during the scheduled time.**
13. By using the room, you agree to vacate at the end of your reservation, before the next scheduled reservation, or at the request of library staff.

All guidelines outlined above are subject to change.

