

Library Rooms Terms of Use

- The library reserves the right to review each prospective use and determine whether that use falls within the *Use of Library Meeting Rooms, Bulletin Boards, Exhibits, and Displays Policy* and to terminate use if violations occur.
- No person or group may assign its reservation to another person or group. Cancellations will be accepted from the original applicant only.
- Community rooms can be reserved no less than 24 hours in advance of the present time.
- The library has the right to preempt any reservation for library use. In the event of a cancellation, library staff will notify the responsible party with as much notice as possible.

Additional Details and Guidelines

- Community rooms may not be reserved or used for programs which would disturb library customers, impede library staff, endanger the library building or interfere with functions of the library.
- Organizers may charge for admission to the programs they present in meeting spaces they reserve with prior confirmation with library staff. Sales of related books, music and/or products are permitted and all such sales are the sole responsibility of the booking organization.
- Reservation times must include all room setup, take-down, and cleanup. There will be no access to the space until the start of your reserved time. Meeting spaces must be left clean, or a cleaning fee may be applied.
- If a reserved room is not in use 15 minutes after the meeting start time, the library will make the room available to other groups.

- A representative from the reserving group is required to check in with library staff when they arrive and when they are finished in the space.
- Tables and chairs are provided. Office supplies are also not available.
- Free WiFi is available at both Sedona Public Library locations.
- Applicants may schedule time with the library to test the equipment in the Community rooms.
- Warming of food is allowed only with prior permission to use the kitchen in the Si Birch room.
- The library reserves the right to charge a cleaning fee if rooms are not left clean.
- Library staff or representatives may enter premises at any time and on any occasion.
- The library reserves the right to deny future library room use based on (but not limited to) reservation no-shows, remaining in community room beyond the reserved time, documented misuse of the room or damage or mess left from use of the room.
- Please include the following statement on all promotional materials, including, but not limited to, signs/posters, flyers/mailings, press releases, online promotions, etc.: "This event is not sponsored by Sedona Public Library. For more information, please contact [insert your organization's contact information]."

Guidelines are subject to change.