

MEETING AND STUDY ROOM POLICY

Policy Statement:

The purpose of Phoenix Public Library's (PPL) meeting spaces is primarily to provide designated and appropriate space in support of library programs and services; and secondarily, accommodate a wide variety of community uses that bring people into the Library. Phoenix Public Library does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, gender, sexual orientation, age, or physical limitation. Phoenix Public Library does not sell, rent, lease or otherwise provide its customer lists or customer-controlled information to third parties.

Scope:

The Meeting Study Room Policy is applicable to all Phoenix Public Library meeting and study spaces. Spaces in support of specialty programming and services are only available for PPL designated programming and intended use. A complete list of reserve-able spaces for each Phoenix Public Library location can be found through Phoenix Public Library's [Locations and Hours](#) page on [Phoenix Public Library's website](#)

Regulations:

Phoenix Public Library sponsored activities have scheduling and use priority for all library meeting spaces. Meeting Room and study spaces are available at no charge, with the exception of Pulliam Auditorium and 4th Floor Lecture Room at Burton Barr Central Library.

Reservations are offered for Meeting Rooms of various sizes at 16 locations, Study Rooms at 8 locations and rentals for 2 large gathering spaces for events at Burton Barr Central Library. Individuals and/or groups having reserved meeting space(s) may be required to reschedule or relocate a meeting if it is in the Library's best interest. Phoenix Public Library reserves the right to limit the number of reservations by any individual, group and/or organization so that all may have a fair opportunity to use Library meeting spaces.

Individuals, groups and/or organizations using Phoenix Public Library meeting spaces are required to comply with Phoenix Public Library's [Maintaining a Safe and Appropriate Library Environment](#) policy. Phoenix Public Library reserves the right to eject any disorderly person or persons from the facility or space. Users not complying with Phoenix Public Library's Meeting Spaces Policy may not be allowed future use of any Phoenix Public Library meeting space(s). These policies apply to all Meeting Room and study spaces unless an exception is noted.

Meeting Room Use:

- Meeting Room spaces are available at all Phoenix Public Library locations except Palo Verde Library. Meeting rooms at South Mountain Community Library must be reserved through South Mountain Community College Facilities Reservation office, as detailed at <https://www.southmountaincc.edu/about/community/facility-reservations>
- Reservation approvals are handled on a first come first served basis.
- A Phoenix Public Library Account in good standing is required when reserving a Meeting Room space. The exception to this requirement is if the reservation is made by a governmental entity or a non-profit, based on the applicable Library location's manager's discretion
- If the Meeting Room or anything inside the Meeting Room is left in a dirty or damaged condition due to a group's use, a fee will be applied to the PPL Account to cover the actual cost of all cleaning and repairs. Future Meeting Room reservation privileges will be revoked.
- The PPL Account holder is required to be present during the entire reservation. The Library Account holder must check in with staff upon arrival for their reservation and out when they leave the room. The library account holder assumes responsibility for the use of the room and any damages.

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- Phoenix Public Library does not advocate or endorse the viewpoints of Meeting Room users or the topics of the meeting. No group may imply in its advertising or during the meeting that Phoenix Public Library has sponsored or supports its meeting, group or presentation.
- All events must be free. Phoenix Public Library is unable to accommodate the use of meeting and Study Rooms for parties, celebrations or receptions (e.g., birthdays, funerals, wedding receptions, reunions, etc.) with the exception of Burton Barr Central Library's Pulliam Auditorium and 4th Floor Lecture Room, see below.
- No food or drinks, except water bottles are allowed in Meeting Room spaces, with the exception of Burton Barr Central Library's Pulliam Auditorium and 4th Floor Lecture Room, see below.
- Phoenix Public Library only provides free Wi-Fi. Library staff do not provide A/V or technical assistance with customer devices, with the exception of Burton Barr Central Library's Pulliam Auditorium and 4th Floor Lecture Room, see below.
- Collecting fees or donations for admission on Phoenix Public Library property is not permitted. No other charges, sales of any kind, or solicitation of funds will be allowed for any non-Library sponsored function.
- Phoenix Public Library's telephone number may not be used as the contact number for registration for the group or its meeting, nor shall the use of the Meeting Room be publicized in such a way as to imply Library sponsorship of the group's activities. Under no circumstances should Phoenix Public Library's logo be used.
- Directional signage for display on Library property must be approved by Phoenix Public Library Management before posting.
- Any materials related to the event may be distributed inside the Meeting Room only.
- Phoenix Public Library and City of Phoenix employees shall not handle, care for, store, or act as custodian of any personal equipment or property at meeting. Phoenix Public Library is not liable for any loss or damage to such property.

Reservation Guidelines:

- Reservations are accepted up to 60 days in advance. Reservation timelines are different for Burton Barr Central Library's Pulliam Auditorium and 4th Floor Lecture Room, see below.
- All reservations are made online using Phoenix Public Library's [online reservation system](#).
- All reservation times must include set up and break down time as users are not permitted into the Meeting Room prior to or after their approved time. Library staff are not responsible for setting up the room and the room should be returned to its original state by the end of the reservation time.
- Furniture in Meeting Rooms must always remain inside the room. If you would like to request a table or chairs for sign in or directions outside the room, this is at the discretion of the Library manager.
- To ensure equitable use of Library facilities, Phoenix Public Library account holders can make up to 2 reservations per month, per PPL account, group or organization. An organization or group cannot use multiple cards to make more than 2 reservations in a month and a reservation is limited to up to 1 day of open Library hours. Both monthly reservations can be used on concurrent days, with the exception of Burton Barr Central Library's Pulliam Auditorium and 4th Floor Lecture Room, see below.
- Reservations must end 30 minutes before the library location's closing. All attendees or participants must exit the building at closing time. Reservations begin at library locations' opening; users will not be allowed in before opening. Please see each Phoenix Public Library location hours of operations on [Locations and Hours](#) on phoenixpubliclibrary.org.

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Room reservations will be honored up to 15 minutes past the reservation start time. If you cannot make the reservation, please let us know as soon as possible. If you do not cancel at least 24 hours before your reservation start time, the meeting will count toward your Meeting Room reservations limit, with the exception of Burton Barr Central Library's Pulliam Auditorium and 4th Floor Lecture Room, see below.

- If the individual making the reservation does not show up for a reservation and does not cancel, the reservation will count towards their Meeting Room reservations limit, with the exception of Burton Barr Central Library's Pulliam Auditorium and 4th Floor Lecture Room, see below.
- Phoenix Public Library Accountholders are allowed up to 6 cancellations per year before reservation privileges are revoked, with the exception of Burton Barr Central Library's Pulliam Auditorium and 4th Floor Lecture Room, see below.

Meeting Room Equipment

Phoenix Public Library will only provide tables and chairs and WiFi. Additional equipment is the responsibility of the individual and/or organization, with the exception of Burton Barr Central Library's Pulliam Auditorium and 4th Floor Lecture Room, see below. For questions, please call 602-262-4636 during open Library hours or email Libraryreservations@phoenix.gov

Pulliam Auditorium and 4th Floor Lecture Room at Burton Barr Central Library

Pulliam Auditorium and the 4th Floor Lecture Room are available for rental. Unless an exception is noted, all general use policies above apply to both Pulliam Auditorium and the 4th Floor Lecture Room. Pulliam Auditorium and 4th Floor Lecture Room rentals include:

- table and chair setup and take down
 - trash disposal
 - A/V setup if needed
 - staff assistance if needed
 - WiFi
- Phoenix Public Library is not responsible for cleaning beyond trash disposal and wiping down tables. Additional cleaning after an event will incur an additional charge and possibly result in the organization or individual losing reservation privileges.
 - Room setup will be based on the info provided in the booking form. If changes are needed, Library staff must be contacted at a minimum of 48 hours prior to the reservation start time. Room set-up will be complete at the reservation start time.
 - Food and drinks other than water are only allowed in the Pulliam Auditorium and 4th Floor Lecture Room with the addition of the \$25 fee. When catering services are to be used, Library staff should be informed at time of booking.
 - The 4th Floor Lecture Room and Pulliam Auditorium can be reserved up to 6 months in advance.
 - For the Pulliam Auditorium and the 4th Floor Lecture Room, reservations are limited to a maximum of one booking per quarter with a minimum of 2 weeks' notice.

Pulliam Auditorium

- **Capacity:** Pulliam Auditorium has a capacity of 250 and can seat 250 theater style (chairs only), 72 classroom style (rectangular tables and chairs) and 45 in a U-shaped configuration). See setup images.
- **Minimum Rental Period:** The Pulliam Auditorium has a minimum 4-hour rental period.

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- **Fee(s):** The Pulliam Auditorium rental cost is \$100 per hour, with an additional \$25 fee in the event food will be served. The setup form is to be used to indicate an intention to offer food or drinks other than bottled water.
- **Equipment:** Audiovisual equipment available for use in the Pulliam includes: 2 wireless microphones, 2 lavalier microphones, one lectern with wired microphone, screen, projector with HDMI and VGA ports and a blu-ray/dvd player.
- **Food:** Food and drinks other than water are to be contained within the Pulliam Auditorium with the addition of the \$25 fee. If events are to be catered, Library staff should be informed at time of booking. Open flames for cooking and grilling are not allowed, however the use of Sterno containers with chafing dishes to warm food is allowed as long as the dishes are attended at all times.

4th Floor Lecture Room

- **Capacity:** The 4th Floor Lecture Room has a capacity of 49 and can seat 49 theater style, 40 classroom style and 30 in a U-shaped configuration. See setup images.
- **Minimum Rental Period:** The 4th Floor Lecture Room has a minimum 2-hour rental.
- **Fee(s):** The 4th Floor Lecture Room rental cost is \$30 an hour, with an additional \$25 fee in the event food will be served. The setup form is to be used to indicate an intention to offer food or drinks other than bottled water.
- **Equipment:** Audiovisual equipment available for use in the 4th Floor Lecture Room includes: screen and projector with HDMI cable.
- **Food:** Food and drinks other than water are to be contained within the 4th Floor Lecture Room with the addition of the \$25 fee. If events are to be catered, Library staff should be informed at time of booking. Open flames for cooking and grilling are not allowed, however the use of Sterno containers with chafing dishes to warm food is allowed as long as the dishes are attended at all times.

Study Rooms

- Study Rooms are available for free at some Library locations, including Burton Barr Central Library (4), Agave (3), Cesar Chavez (1), Cholla (1), Desert Broom (1), Harmon (2), Ocotillo (1), Palo Verde (2) and South Mountain Community Library (see South Mountain Community Library 's [website](#) for more information).
- Study Rooms contain 1-4 chairs, 1 table, electrical outlets and WiFi.
- A valid Phoenix Public Library account is required to reserve a Study Room.
- To ensure equitable use of Library facilities, users can reserve a Study Room for up to 2 hours at a time and can make 2 reservations per week. Depending on availability, a user may be allowed to remain in the room past their reservation time.
- No food or drinks other than closed bottles are allowed in Study Rooms.
- Study Rooms will be held for up to 15 minutes past their start time and will then be cancelled and available for others.
- Any exceptions made for Study Room use will be made at the applicable Library location manager's discretion.
- See more information about Study Rooms at South Mountain Community Library:
<https://www.phoenixpubliclibrary.org/locations/smcl/services> Book here:
<https://smcc.libcal.com/booking/StudyRooms>

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Prohibited in Meeting and Study Rooms

- **Alcohol is not permitted.**
- No fees or donations for admission are allowed. No other charges, sales of any kind, or solicitation of funds will be allowed for any non-library sponsored function.
- Materials may not be affixed to the walls, ceilings, doors or windows. No tape, nails, tacks or such devices are permitted.
- Limited decorating, such as floral centerpieces or name tents, are permitted but certain types of decorations are prohibited including:
 - Confetti or other items which make cleaning and vacuuming difficult
 - Decorations with glitter
 - Balloons
 - Burning candles, incense, pyrotechnics, or any type of open flame