

Prescott Public Library Meeting Room Policy

Purpose

The Library's Mississippi Room was designed to be used for the library's own programs. However, in keeping with the Library's goal to create a welcoming space that serves as a public commons and to encourage civic engagement, the Mississippi Room is made available for use by community groups for informational, educational, or cultural meetings and programs when not needed for library purposes. Use of the library meeting does not imply endorsement by the library staff or the Prescott Public Library Board of Trustees of the viewpoints presented.

Policy

- No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the Library co-sponsors the program.
- Use of the Mississippi Room for programs involving the sale, advertising, promotion of products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by the library policy which allows performers at Prescott Public Library programs with pre-approval to sell sound recordings, videos and books related to the performance.
- Displays, posters and literature connected with a meeting may not be placed anywhere in the Library except in the meeting room while the meeting is taking place. With the permission of the Library Director, a flyer advertising the meeting may be placed on a bulletin board.
- The use of the name, address or telephone number of the Prescott Public Library as the address or headquarters of any group using the Library for meetings is prohibited.
- Library staff may attend or observe any meeting or program at any time.
- A group of composed minors (less than eighteen years of age) must have an adult chaperone attend the meeting. This person must also sign the meeting room application form.
- The meeting room will not be available for personal or family purposes, such as, but not limited to, birthdays, anniversaries, showers, etc.
- Meeting room users are responsible for carrying their own supplies and operating equipment they use.
- The library is not responsible for equipment or materials owned by a community group and used in the library. No storage space is available.
- A television set with a video/DVD player may be available for use. The equipment needed must be requested on the application form.
- Groups may reserve space for up to three meetings in a three month period unless the Library is a co-sponsor.
- Room bookings are subject to cancellation with two weeks' notice if the room is needed for library programming.
- Meetings must adjourn at least 30 minutes before the library closes. No meeting room access is possible on Sundays or outside scheduled library hours.
- Maximum room capacity is 60 persons.