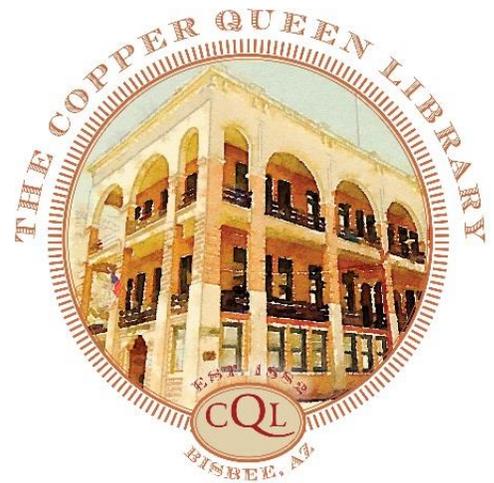


Copper Queen Library

6 Main Street | PO BOX 1857 | Bisbee, AZ 85603
520-432-4232 | www.copperqueenlibrary.com



FACILITY USE POLICY

The Copper Queen Library offers a meeting room for use by community groups and individuals that wish to conduct meetings, conferences or workshops which are open to the general public. The room seats approximately 32 people theater style or 12 people seated at the table.

The room may be reserved on a first-come-first-served basis by any group regardless of its beliefs or affiliations or those of the individuals belonging to the group.

The library also has a range of audio-visual equipment that may be used in the meeting room, including laptop, projector, DVD player, CD player and stereo. Arrangements must be made at the time the meeting is scheduled for use of this equipment, also on a first-come-first served basis. Individuals and groups using audio-visual equipment are responsible for it. Library staff will examine all equipment prior to and after each event to ensure that it is in working order. If it is not in working order, individuals or groups will be charged with necessary repairs.

A [Copper Queen Library Facility Use Waiver](#) and this policy must be signed by the responsible party prior to the scheduled event. Forms are available at the library and online at copperqueenlibrary.com.

All organizations, groups and individuals wishing to use the library facility must abide by the following regulations:

1. Meetings shall be open and free to the general public.
2. No meeting will be allowed if there is any commercial intent or solicitation for profit or sales from the group, individual or organization.
3. Arrangements must be made with Library Staff.
4. Events must take place during the Library's regularly scheduled hours.
5. Reservations for the room must be made at least one week prior to the scheduled program.
6. Any personal or group equipment, supplies, or materials left in the room will be the responsibility of the group reserving the room. The Library assumes no responsibility for any loss or damage to personal property.
7. The meeting room should be left in the same condition it was found.

Responsible party must sign this Facility Use Policy indicating it has been read and understood.

Signature of Responsible Party:

Date:
