

Yavapai College Library

Programs and Events Policy and Procedures

Revised June 23, 2008

POLICY

The Yavapai College Library makes space available for Yavapai College and community programs and events, with the purpose of supporting the student learning environment and instructional programs, and providing educational, cultural, and community enrichment.

PROCEDURES

I. Criteria For Selection

- a. In order to be considered, a program or event must meet the criteria set forth below:
 - i. Programs and events must not be unduly disruptive to the Library study environment.
 - ii. Programs and events must be of an educational, cultural or civic nature.
 - iii. Programs and events must meet the broadest standards of community acceptability, and must be appropriate to all age groups, including children.
- b. Programs and events with the following purposes are **not** allowed:
 - i. Entrepreneurial or commercial, for the solicitation of business, and for profit
 - ii. Fundraising for individuals or groups
 - iii. Religious and political proselytizing
 - iv. Partisan political viewpoints or statements
- c. In addition, the following will be considered when selecting and approving programs and events:
 - i. Affiliation with Yavapai College
 - ii. Suitability of subject matter and physical presentation
 - iii. Quality of the presentation
 - iv. Local or regional interest
 - v. Space requirements
 - vi. Timeliness

II. Application Procedure

- a. Parties interested in using Library space for a program or event should complete an application and submit it to the appropriate campus Library for consideration.
- b. Programs and events must meet the criteria set forth in order to be considered. The Library reserves the right to refuse or remove any program or event judged unsuitable.

III. Scheduling Procedure

- a. The Library shall determine the schedule, length, and location of the program or event. Programs and events are normally not scheduled when the Library is closed.
- b. Should the Library find it necessary to preempt a previously scheduled program or event, the Library will make a reasonable effort to reschedule. Programs or events will not be preempted within one week of the scheduled day.

IV. Responsibilities

- a. Program or event organizers are responsible for any set-up/take-down requirements. The Library cannot provide storage for the property of organizations or individuals related to a program or event.
- b. Maintaining a safe environment is essential. No heavy items may be placed over entrance, exit or elevator doors. Any electrical connections are to be hidden from public view as far as possible and may not be placed so as to cause or create a safety hazard.
- c. Program or event organizers are responsible for payment of any damages to Library property.
- d. The Library cannot provide funds for refreshments. Organizers interested in providing refreshments must first obtain approval from the Library.
- e. The Library may publicize the program or event at its discretion.

Yavapai College Library
Application for Use of Library Space for Programs and Events

Before submitting an application, please first read the *Yavapai College Library Programs and Events Policy and Procedures*.

In order to be considered, a program or event must meet the criteria set forth in Section I, “Criteria for Selection.”

Please complete the following information and submit it to the Prescott or Verde Valley Campus Library. A Library representative will contact you to discuss your application.

Program or Organization:

Contact information (phone number, email address):

Working Title of Program or Event:

Content of Program or Event—be specific.

I have read the *Yavapai College Library Programs and Events Policy and Procedures*. My program or event meets the criteria set forth in this document.

Printed Name

Signature

Date