

## Rental Policies:

The purpose of Desert Foothills Library's meeting spaces is to primarily 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. Desert Foothills Library does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, political affiliation, gender, sexual orientation, age, or physical limitation. Desert Foothills Library does not sell, rent, lease or otherwise provide its customer lists or customer-controlled information to third parties.

Upon rental approval, a full non-refundable payment is due within 72 hours. If payment is not received within 72 hours, the reservation will be cancelled.

Rental times must be inclusive of at least 30 minutes of setup and 30 minutes of breakdown.

Setup and breakdown time are required to cover staff time; room must be left clean, free of trash, and in the condition assumed at the time of the occupancy. A fee may be charged for noncompliance.

Those who rent space(s) agree to only enter the room(s) at the agreed upon start time, and agree to be out of the room(s) prior to or at the agreed upon end time. Failure to comply with these times will lead to extra charges and/or loss of future rentals.

The Library does not assume any responsibility for loss, theft of, or damage to the property of any group or individual using the Library.

Views and beliefs discussed in programs/rentals are of the facilitators and attendees, not of Desert Foothills Library.

The Library has sole discretion to approve or deny permission to use the space.

The Library reserves the right to change or update the room(s) used for the rental.