



CATEGORY 1 (FREE USE) GUIDELINES PURSUANT TO PROVO LIBRARY MEETING ROOM USE POLICY

To qualify for FREE USAGE your group must meet the following criteria.

1. Must be State Registered Non-Profit Organization with proper documentation (Utah Dept. of Commerce Certificate or IRS 501(c)(3) acceptance letter.
2. Meeting must be free and open to the public. Anyone may attend and fully participate with no cost involved.
3. Information presented at the event must be of general interest to the community and have NO monetary transactions of any kind or any advertising for a business. This includes requests for donation, charter or group membership fees, and charges for materials.
4. Meeting must be designed to engage the community (organizational business meetings or closed trainings do not qualify for free use)
5. Free use is limited to one use per month.
6. Reservations must be made at least one week in advance so that the event can be advertised to the public on the Provo City Library website; advertisement is required.

In order for the Library to create an advertisement, you must provide one of the following:

- Written description of your event that is 15 – 50 words in length.
- An 880-pixel x 255-pixel .jpg image of your own creation that includes (1) the title of the event, (2) the timeframe of the event, and (3) a description of your event that is 15 – 50 words in length.

If your event meets these criteria you will be permitted one free use time block per calendar month. Free use is limited to a 3-hour block of time. If you do not meet **all criteria** you do not qualify for waived rental fees if these privileges are abused your ability to schedule meeting spaces at the Provo Library may be **suspended or revoked**.

PLEASE READ, SIGN AND DATE.

I the undersigned hereby attest that the meeting’s purpose, for which room rental fees are being waived in part or full, qualifies by meeting all of the above stated criteria.

NAME _____

SIGNATURE _____ DATE _____

If your meeting doesn’t meet all of the criteria, but you are a registered, tax exempt, non-profit organization you may qualify for discounted rates. Please speak to the Library Events staff.