



## **OREGON PUBLIC LIBRARY**

### **MEETING ROOM POLICY**

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#### **I. Purpose**

The purpose of this policy is to support a welcoming space for public use by the greater Oregon community to use to exchange ideas or share common interests that serve to build community by encouraging civic engagement, information sharing, educational programs, cultural experiences and community partnership building.

#### **II. Hours Available**

The Community Room and Conference Room are available during normal library business hours from 9 am-8pm Monday to Thursday, 9 am-6 pm Friday, and 9 am-3 pm on Saturdays, except when the library is closed. All meetings must begin during normal library hours and must end no less than 15 minutes prior to the closing of the library.

#### **III. Space Descriptions**

- A. Conference Room: The Conference Room is located on the 2<sup>nd</sup> floor and is equipped with 6 tables, 24 chairs, outlets, display screen, whiteboard, and podium. Recommended max capacity is 24 people; room occupancy may not exceed 49 people per code.
- B. Community Room: The Community Room is located on the 1st floor and is equipped with 24 tables, 116 chairs, outlets, projector, screen, whiteboard, and podium. A kitchenette including a serving window, counter space, fridge and microwave are available, upon request. A hearing loop is available. Maximum capacity is 116 people.

#### **I. Eligible Uses**

- A. The primary use of meeting spaces at the Oregon Public Library is for library programs and library sponsored activities; the library is exempt from all restrictions on use. It is also available for use by community groups and not-for-profit groups, and local businesses for programs of an informational, educational, cultural, or civic nature, subject to this policy as established by the Library Board.
- B. The following types of uses are not permitted:
  1. Events involving the sale, advertising, or promotion of products or services, unless the program is sponsored by the library.
  2. Business firms and other for profit organizations who are soliciting or selling products or services during their reservation.
  3. Private social functions, including showers, parties and dances.
  4. Programs which would interfere with the library's operation by causing excessive noise, a safety hazard and/or security risk.

#### **II. Room Reservations**

- A. Library use will be given first priority for meeting room use. There are no restrictions on the scheduling of library and library-related events and programs.

- B. To request use of the Community Room or Conference Room, a meeting room reservation request form must be completed. A reservation is not official until it is approved by the library. The person completing the application form must be 18 years of age or older and will be designated as the responsible party for the reservation.
- C. Staff review and approval is needed for reservation requests for meetings rooms. Submit reservations at least three business (3) days before and no more than four (4) months before the event. If a reservation is submitted with less than three (3) days lead time, it may not be reviewed in time for the event.
- D. A user or group may have four (4) meeting room reservation in a 4 month period unless the library is a co-sponsor.
- E. A user may reserve a meeting room for up to one (1) full day per reservation.
- F. A minimum of 24-hour notice is required for cancellations, except under extenuating circumstances such as inclement weather. Failure to provide notice of cancellation may result in suspension of meeting room privileges.

### **III. Fees and Admission Charges**

- A. No fees are charged for use of library meeting rooms.
- B. Cleaning and/or repair fees may be applied to the user if there is damage to the study room after use.
- C. No admission fee, suggested donation, or other monetary solicitation may be made except for meetings sponsored by the library or Friends of the Oregon Library.

### **IV. Use of Facilities and Equipment**

- A. The individual reserving the room is responsible for setting up the room, as needed. Staff are not able to provide assistance in setting up the meeting room.
- B. No items may be attached (taped, pinned, stapled, etc.) to any room surfaces.
- C. Groups using the meeting room spaces are responsible for returning the room in the condition in which it was found. If any damage has occurred or additional cleaning is required as a result of the reservation, the Library will provide an invoice to the responsible party regarding the costs which may include cost of labor, materials, and staff time for any replacement, repair or special cleaning services incurred. If you have any concerns with the room's condition upon arrival, please report to library staff before beginning your reservation.
- D. A reservation authorizes your party to use the reserved room only. Permission for use of the room is limited to the room itself and does not include common areas such as hallways, the lobby, or other areas within the library.
- E. The library is unable to provide storage space for those using the meeting room.
- F. Alcoholic beverages, tobacco products, e-cigarettes/vaping products, and illegal substances are not permitted on the library's premises. Burning of candles and incense are not allowed.
- G. Refreshments may be served. The group using the room must provide their own refreshments, kitchen supplies and paper products.
- H. The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure Library policies are followed. Library staff reserves the right to be present at any time throughout your reservation.
- I. The Library is not responsible for personal articles left on the premises or for injury or accidents while using the facilities.

- J. No organization may use the library's address as its own organizational address.
- K. Use of library meeting spaces does not in any way constitute the library's endorsement of the group's policies or beliefs.
- L. The library reserves the right to deny or terminate use of the meeting rooms in the event that any of the library's policies are not followed.

Approved: December 13, 2023