



OREGON PUBLIC LIBRARY

MEETING ROOM POLICY

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. Eligible Uses

- A. The primary use of the Sue Ames Meeting Room at the Oregon Public Library is for library programs and library sponsored activities. This room is also available for use by community 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 Library Board specifically excludes the following types of uses of its meeting room:
 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.

III. Description of Room

- A. The Sue Ames Room is to the right of the lobby as you enter the library. It accommodates 36 people theater style and 20 people conference style. The following are available for group use: tables, chairs, projector screen, and easels. There are no kitchen facilities or storage space available.

IV. Reservations for Room/Hours Available

- A. Groups interested in using the library meeting room must have an adult complete a meeting room application and receive approval. The library will confirm meeting room use within three business days after receiving the application.
- B. Requests for use may be made no more than 4 calendar months in advance and will be granted on a first-come, first-served basis.
- C. Groups may reserve space for up to six meetings in a six-month period. No single group may have more than six meetings in a six month period unless the library is a co-sponsor.
- D. Bookings for the room are subject to cancellation in the event of an unplanned library closure or unforeseen circumstances.
- E. Room reservations are made through the Library Director or designee.

- F. Applications that do not clearly fit within the usage policy will be referred to the Library Director. Any departure from the policy may be made only with authorization of the Library Director.
- G. The room is available during the library's regularly scheduled hours of operation. All groups must be out of the room 10 minutes prior to closing time unless special arrangements have been made with the Library Director.
- H. During times when the room is not reserved, visitors may request same day drop-in use of the room for eligible uses.

V. Fees and Admission Charges

- A. No fees are charged for use of the Sue Ames Room.
- B. No admission fee, suggested donation or other monetary solicitation may be made except for meetings sponsored by the library or an approved non-profit educational group or institution for short-term classes, institutes, discussion groups, and forums, involving small fees. Approved groups include Oregon School District, Madison College, and UW-Extension.

VI. Use of Facilities and Equipment

- A. Library or other village staff will not provide assistance in setting up the meeting room.
- B. Groups are responsible for their own clean-up following their event. The room should be returned to the condition in which it was found. There will be a charge of \$25/hour for necessary cleaning. The cost for replacement or repair will be charged in the event of any missing equipment or damage to the room.
- C. No items may be attached (taped, pinned, stapled, etc.) to any room surfaces.
- D. 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.
- D. Light refreshments may be served. Groups are responsible for providing their own refreshments and any supplies needed for clean-up.
- E. Tobacco products, incendiary items, alcohol, and illegal substances are not permitted on the library's premises.
- F. No organization may use the library's address as its own organizational address.
- G. The fact that a group is permitted to meet at the library does not in any way constitute the library's endorsement of the group's policies or beliefs.
- 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 will have free access to the meeting room at all times.

Approved: 1996

Amended: July 14, 1997; April 11, 2001; May 9, 2007; January 13, 2010; February 13, 2019, October 10, 2019