

Oregon City Public Library Community Room Use Policy

The Oregon City Public Library makes its community meeting room (Community Room) available as a public service to all community members, regardless of the beliefs or affiliations of individuals or groups requesting its use. The Library does not sponsor or endorse the views of any group using the room.

The primary purpose of the Library's buildings is library service. Meeting room use is a secondary service. Activities that will disrupt library service are not appropriate and will be denied meeting room use.

The Community Room is available during regular Library hours. Priority is given to programs administered or sponsored by the Library, City of Oregon City, Oregon City Public Library Board, Friends of the Oregon City Public Library, and Oregon City Library Foundation. A Library program is defined as any event which promotes Library purposes and involves staff in the organization, promotion, presentation, or payment of presenters.

Because Library programs have precedence over other meetings, the Library reserves the right to cancel a meeting if the space is required for Library use. When a conflict arises, every effort will be made to provide 30 day notice of the cancellation and move the reservation to another space in the library, if possible.

Use Guidelines for individuals and groups not directly affiliated with the Library:

1. The Community Room is available for use by non-profit community groups and organizations aiming for the educational, cultural, intellectual, social, or civic betterment of the Oregon City community and area citizens.
2. The Community Room may be used by members of the community during regular Library hours for the presentation and exchange of information except when the use is for personal and/or organizational profit or gain.
3. Permission for use may be granted on a first-come, first-served priority basis
4. Requests for use of the meeting room shall be made online at www.orcity.org/library/webform/community-room-reservation-request-form. This form is a request for use and does not guarantee availability. A staff member will contact you within 48 hours to confirm or deny the request.
5. **Requests cannot exceed 6 months from date of submission.** Groups or individuals may not reserve meeting rooms more than **two times in any 30 day** period.
6. The person reserving the room must be at least 18 years of age.
7. **The person reserving the room must attend the meeting. The person reserving the room is responsible for informing the rest of the group about these rules.**
8. The Community Room has a maximum capacity of 71. **Add information about tables/chairs here?**
9. Organizations are responsible for their event's setup and clean up. The meeting room is to be returned to the condition in which it was found. Clean up is the sole responsibility of the organization. Organizations which do not clean the room thoroughly may be denied future use of the room.
10. **The reservation should include time to set up and tear down/clean up.**
11. All meeting activities must take place within the meeting room and may not extend to the hallway or other areas outside of the Community Room. Meetings must not spill into spaces outside the Library. **This includes, but is not limited to, putting up signage or a registration table in the hallway. Likewise, the doors to the room should be closed to contain the noise.**

12. Organizations may serve light refreshments. No cooking is allowed. This includes the use of toasters. Groups must provide their own utensils, plates, cups/glasses, napkins, condiments and other event related items. Kitchen facilities are limited to a refrigerator, sink, **and microwave.**
13. **Technology which is available for use:**
 - projector with screen and laptop cables
 - microphones
 - wifi **Groups should bring their own laptop. Staff will assist with set up.**
14. Library personnel are **not** available to assist with:
 - carrying materials from parking areas to the meeting room, or
 - setting up or serving refreshments,
 - answering telephone inquiries for organizations using the Community Room.
15. Decorating is permitted, with exceptions. All signage, decorations or displays must be removed at the conclusion of the meeting.

No signage or decorations may be affixed to the walls, woodwork, ceiling, windows, or furniture **using nails, thumbtacks, or staples.** Usage of tape or other adhesives that do not remove cleanly or which mar finishes are also **not permitted.**

Decorative restrictions include, but are not limited to:

 - Glitter
 - Confetti
 - Burning candles, incense, or any kind of open flame
16. **Signage outside the library is not allowed without a permit pursuant to Municipal Code 15.28.**
17. **Promotion of a program can be posted on the community bulletin board or be inside the Community Room only.**
18. If there is an existing art display in the room, those using the room may not move or alter the displayed art in any way.
19. **Meetings are open to all members of the public.** Library staff or representatives may enter any of the Library premises at any time and on any occasion.
20. The Community Room *may* available for use before the Library is open or after the Library is closed **on a case by case basis only, to be determined by the Library Director or designated staff.** All meetings will conclude prior to 9:00 p.m. This decision is based primarily on the availability of staff resources.

Prohibited Activities

21. Groups and organizations are not permitted to use the room for profit. For-profit activities include—but are not necessarily limited to—fundraising, **including fundraising for a political figure,** events that require an entry fee, promotion of a future event that will require an entry fee or other financial gain, and any other activity in which money changes hands.
22. Organizations may not use the Library's phone number for publicity purposes. The library will not field phone calls for non-library events.
23. Organizations may not imply endorsement or co-sponsorship of events/meetings by the Library.
24. There is no cooking.
25. **Signage, banners, lawn signs, or other advertisement or promotion of the meeting or event being held in the Community Room are not allowed outside of the library building or in the park, pursuant to Municipal Code Chapter 15.28.040.**
26. Tacks, nails, or any material that cannot be removed cleanly from the walls cannot be used in the Community Room.
27. The Library will not provide storage for the property of any organization which meets in the Library.

All groups, clubs, entities or individuals using a Library meeting room must comply with these rules, with the Behavior Guidelines and Policies of Oregon City Public Library, and with all ordinances and laws of Oregon City. Failure to comply with these rules by the group or any member of the group may lead to immediate termination of the meeting and use of the premises, exclusion of individuals from Library premises pursuant to the rules, and/or loss of future meeting room use privileges. This includes activities disruptive to Library service and behavior that is abusive or dangerous to the building, materials, exhibits, furnishings, or individuals in the building. The library staff member in charge of the building is empowered to enforce these rules.

Liability

1. The reservee assumes all liability for damage to or theft of City property by his/her group during the reservation time period as assessed by the City.
2. The City of Oregon City and the Library assumes no responsibility for materials, equipment or any other article left by any organization, group or individual in the Library and will not be liable for loss, theft or damage thereto.