

Oregon City Public Library Community Room Use Policy

The Oregon City Public Library makes a community meeting room available as a public service. The room is made available equally 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 Community Room is available during regular library hours. Priority is given to programs administered or sponsored by the Library, City of Oregon City sponsored activities, 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. These programs have precedence over other meetings. The Library reserves the right to cancel a meeting if the space is required for library use. Every effort will be made to give adequate notice of the cancellation.

Permission may be granted for the following uses, on a first-come, first-served priority basis:

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. Groups and organizations are not permitted to use the room for profit. For-profit activities include—but are not necessarily limited to—fundraising, 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. The use of the room by all groups will be at the discretion of the Library Director or by designated library staff.
2. The Community Room may be used by members of the community during regular library hours for the presentation and exchange of information when the use is not for personal profit or gain. For-profit activities include—but are not necessarily limited to—fundraising, 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.
3. When not otherwise in use or reserved, the community room will remain open during library open hours for use by library patrons.

Use Guidelines (for use not directly affiliated with the Library):

1. Requests for use of the meeting room shall be made in person or by phone at least 24 hours prior to the requested date. Applications can be submitted no more than 6 months prior to the date of requested use. Temporary reservations can be made by phone, but a completed application and deposit must be delivered to the library within 5 business days.
2. Use of the premises may be terminated at any time by the Director or by designated library staff if the conduct of the group, or any member of the group, violates the Library's Behavior Policy. 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.

3. Unless authorized by the Director, organizations may not use the Library's phone number for publicity purposes, nor imply endorsement or co-sponsorship of events/meetings by the Library. *Prior to the use of a Library Meeting room, Library Administration reserves the right to review any signage, decorations, or literature to be displayed in the meeting room for compliance with the meeting room policy.*
4. Organizations are responsible for their event's setup and clean up. Organizations may serve light refreshments. There will be no cooking on site. Clean up is the sole responsibility of the organization. Organizations that do not clean the room thoroughly will not receive a refund on their deposit and future use of the room may be denied.
5. Library personnel are not available to assist with audio-visual equipment, carrying materials from parking areas to the meeting room, or setting up or serving refreshments, nor can personnel be expected to answer telephone inquiries for organizations using the Community Room. *Prior to the use of any library technology or equipment, the responsible person will receive training and demonstrate competence in the use of the equipment.*
6. The person reserving the room must be at least 18 years of age and hold a valid LINCC library card.
7. A \$20 deposit is required for events that are not affiliated with the Library, City of Oregon City, Oregon City Public Library Board, Friends of the Oregon City Public Library, Oregon City Public Library Foundation, nonprofit groups in possession of a 501(c)(3) number, or other nonprofit groups approved by the Director or designated library staff. The deposit will be refunded upon completion of the meeting as long as a Library staff member verifies that the room is left in good condition. If the room is not properly cleaned after a meeting, the deposit will not be refunded and future use of the room may be denied.
8. *Decorating is permitted, but certain types of decorations are prohibited. 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 mar finishes are also not permitted. All signage, decorations or displays must be removed at the conclusion of the meeting. Decorative restrictions include, but are not limited to:*
 - Glitter
 - Confetti
 - Burning candles, incense, or any kind of open flame
9. The Library will not provide storage for the property of any organization that meets in the library.
10. The meeting room is to be returned to the condition in which it was found and has a maximum capacity of 71.
11. The room is simultaneously used to display art. Those who use the room are not to move or alter the displayed art in any way.
12. 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.

13. The Community Room is available for use before and after the library is closed. If used before the library is open or after the library is closed, attendees will leave through the side exit of the Community Room. This door will be locked from the outside and will not allow reentry. The library security alarm will automatically engage. The library asks that all meetings conclude prior to 10:30 p.m.
14. The person responsible for the event should be the last one to leave the library. This person should verify that the exit door is securely locked behind them.
15. All groups, clubs, entities or individuals using a library meeting room must comply with these rules and with the Behavior Guidelines and Policies of Oregon City Public Library. Failure to comply with these rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges

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. City 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.

Oregon City Public Library Small Conference Room and Everything Room Use Policy

The Oregon City Public Library provides two small study rooms for public use: the Small Conference Room and the Everything Room. The library neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the rooms. When not in use for library activities, the rooms are available under the following guidelines.

Rooms

The Everything Room has a maximum capacity of six (6) people. *The room contains a table with six chairs, wifi access, a sink and AV capabilities.*

The Small Conference Room has a maximum capacity of fourteen (14) people. *The room contains a table with twelve chairs, wifi access, and AV capabilities.*

Supplies for using the whiteboards in the study rooms can be checked out. This includes an eraser and markers for whiteboards.

Rules

1. The number of people in your group must not exceed the capacity of the room.
2. *Room reservations are not transferrable to other library users.*
3. *Patrons are responsible for alerting staff to any pre-existing damage to the room before occupying it.*
4. The rooms are only available during the hours that the library is open. Use of the rooms must end at least 15 minutes prior to the library closing.
5. Activities in the rooms must not be disruptive to others in the building.
6. *Projects that involve materials including, but not limited to, musical instruments, singing, TV/radios, glitter, paint, glue and other craft materials are not deemed appropriate for use in study rooms unless during a library supervised program.*
7. The room must be left in the same condition in which it was found, including the placement of chairs and tables. *Persons who leave study rooms untidy may lose future study room privileges.*
8. *Doors may not be blocked; windows and doors in study rooms may not be covered at any time except where shades already exist.*
9. Except for closed beverage containers, no food or drink is allowed in the rooms.
10. The library reserves the right to cancel a reservation if the space is required for library use. Every effort will be made to give adequate notice of the cancellation.
11. The library reserves the right to revoke permission to use its meeting rooms.
12. *All groups, clubs, entities or individuals using a library meeting room must comply with these rules and with the Behavior Guidelines and Policies of Oregon City Public Library. Failure to comply with these rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges*

Reservation Procedure

1. Users must check in at the Ask Desk before using the rooms.
2. Study rooms are available to the public on a “first come, first served” basis.
3. Rooms may be reserved in person or by phone.
4. Rooms can only be reserved by patrons who are 16 years or older and who have a LINCC library card in good standing.
5. Rooms may be reserved up to 28 days in advance.
6. Reservations cannot exceed three hours in length. If, at the end of your reservation, no one else has booked the room you may extend your reservation.
7. Reservations will be limited to one reservation per week.
8. Reservations will be held for no more than 15 minutes after the beginning of the reservation time. After that time the reservation is forfeited.

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. City 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.