

CHETCO COMMUNITY PUBLIC LIBRARY
MEETING ROOM POLICIES

Library meeting rooms are provided primarily for library-related activities such as exhibits, slide or film programs, story hours and other activities sponsored or co-sponsored by the library. These activities will receive priority in the use of the rooms. Regular library service must take precedence over all other activities and use of the rooms must not interfere with the operation of the library. Meetings which would interfere with the work of the library because of noise or other factors will not be permitted.

Applications from organizations for use of the meeting rooms are to be made on the library's request form at least one week prior to the meeting date. Requests will be granted in the order in which they are received. The Library Board reserves the right to review, accept or reject any or all applications without reason given.

Meeting rooms are available only for the use of non-profit and non-commercial organizations or their representatives. Meeting rooms are not intended for private social gatherings, fundraising events or sales events. The exception being events or sales sponsored by the library or Friends of the Library.

The library will not provide storage for the property of organizations which meet in the library nor may the library be used as the official address of any organization, other than the library itself. The library is not responsible for equipment, supplies or other items owned by a group or individual and used in the library, all of which must be removed from the library at the end of meetings for which they are used.

The fact that the Library Board has considered and authorized a program or presentation does not constitute endorsement by the library of points of view expressed by the participants.

In all cases, whether or not specific proposed uses of the library meeting rooms are allowed, the judgement of the Library Director and Board will have to prevail.

Reservations should be made by a responsible member of the organization who will see that all regulations are followed.

The applicant will be responsible for discipline and reasonable care of the room and furnishings and will pay for any damage. The room is to be left in orderly condition. The organization will clear away any clutter or untidiness caused by its activities.

All programs and meetings must be free and open to the public. No admission fee may be charged or donation solicited as a condition of entry to a meeting or program.

Groups of high school age and under must be sponsored and their meetings attended by an adult.

Only light refreshments may be served, such as cookies, sandwiches, coffee, tea or cold drinks. No alcoholic beverages may be served. The serving of refreshments requires a refundable cleaning deposit of \$25.00. All utensils, plates, cups and paper products must be provided by the organization and must be removed or disposed of in an acceptable manner following the meeting for which they are used.

Tackboards are provided in each room. Absolutely no tape or tacks or other materials are to be used to post notices on walls or windows.

Bookings will be accepted up to 45 days in advance.

Two bookings per month per organization are allowed. Additional bookings may be made if room is available and at the discretion of the Library Director.

All required fees and deposits are due prior to the time of the meeting.

Contact: Susana (541) 469-7738

Fax (541) 469-6746

CHETCO COMMUNITY PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOMS

Date of Application: _____ (Must be made at least one week prior to room use)

Room requested: _____ Large Public Meeting Room (maximum capacity 81)

_____ Small Conference Room (maximum capacity 16, conference table seats 10)

Name of Organization or Group: _____

Mailing Address: _____

Is the Organization or Group Non-Profit and Non-Commercial? Yes _____ No _____

Date of Meeting: _____

Time of Meeting: from _____ to _____ (meetings must end promptly)

Note: Meeting rooms cannot be used prior to 8:00 a.m. and not after 11:00 p.m. on weekdays or after 5:00 p.m. on Saturdays. Meeting rooms are not available on Sundays.

Purpose of Meeting: _____

Will refreshments be served? Yes _____ No _____

What furniture and equipment are you asking the library to provide?

Number of chairs _____ (large meeting room only)

Number of tables _____ (7 available for large meeting room, small conference room has 1 conference table with 10 chairs and 6 additional chairs in the room)

Equipment: TV & VCR _____
Slide projector _____
Screen _____
Multimedia projector _____
Microphone & amplifier _____

Note: The applicant is responsible for arranging the large meeting room as required for the meeting.

All furniture and equipment will be available in the large room at least ½ hour before the scheduled time. If more time is required, please indicate time needed _____.

I have read and understand the attached policies regulating the use of the meeting rooms. I declare that the organization or group listed is **Non-Profit and Non-Commercial** and is, through me, responsible for any infraction of the regulations and any damage to library property incurred during or in connection with the use of the meeting room.

Printed Name _____

Signature _____

Mailing Address _____

Telephone _____

Position in Organization _____

Fees: Must be paid prior to all meetings

Large Meeting Room (maximum capacity 81): up to 4 hours: \$15.00
over 4 hours: \$25.00

Small Conference Room (maximum capacity 15, conference table seats 10): No charge

Both rooms require a \$25.00 refundable cleaning deposit when refreshments are to be served.

Both rooms require a \$25.00 refundable key deposit when a meeting takes place outside of the library's hours of operation.

The library reserves the right to retain the required key and cleaning deposit should special janitorial services be required following a meeting, should the key not be returned by the required time, or should any damages be noted following a meeting.

Library Response:

_____ Approved

_____ Not Approved. Comments:

_____ \$25.00 key deposit required (received _____ paid cash _____ paid by check _____)

_____ \$25.00 cleaning deposit required (received _____ paid cash _____ paid by check _____)

