

**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.
- Meeting rooms are available only for the use of **non-profit and non-commercial groups or organizations** or their representatives.
- 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. Bookings will be accepted up to 45 days in advance.
- Reservations should be made by a responsible member of the organization who will see that all policies are followed.
- 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 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 personally supervised by a responsible adult.
- All required fees must be paid in full prior to the time of the meeting.
- 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 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 groups or organizations which meet in the library nor may the library be used as the official address of any group or organization, other than the library itself. The library is not responsible for equipment, supplies or other items owned by a group or organization or its members and used in the library; all such items must be removed from the library immediately after the meeting 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.

(continued on reverse)

- The applicant will be responsible for maintaining orderly conduct during the meeting and taking reasonable care of the room and furnishings, and will pay for any damage.
- The room is to be left in orderly condition. The group or organization is responsible for clearing away any trash, leftover supplies, dirt or other untidiness caused by its activities, including wiping down counters and tables as needed. The group or organization is also responsible for removing any overflow trash and any outside equipment or displays at the end of the meeting.
- Only light refreshments may be served, such as cookies, sandwiches, coffee, tea or cold drinks. No alcoholic beverages may be served. 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.
- In all cases, whether or not specific proposed uses of the library meeting rooms are allowed, the judgment of the Library Director and/or the Library Board shall prevail.

I have read and agree to the policies shown above.

Name

Organization

Date

Contact: Pier Ricco 541-469-7738 pier.ccpl@gmail.com Fax: 541-469-6746

Board Approved February 2, 2018

**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 10:00 a.m. and not after 9:00 p.m. on weekdays or after 5:00 p.m. on Saturdays. Meeting rooms are not available on Sundays.

Purpose of meeting:

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 (check if required):

TV & VCR/DVD player _____

Projection screen _____

Multimedia projector _____

Microphone, amplifier and speakers _____

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 _____.

(continued on reverse)

I have read, understand and agree to the attached policies governing 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. **I further agree to be responsible for payment of any charges for cleaning, repair, or replacement of lost or damaged items that the library may, in its sole discretion, deem necessary in connection with my group or organization's use of the meeting rooms.**

Printed Name _____

Signature _____

Mailing Address _____

Telephone _____

Email _____

Position in group or organization _____

Fees: Must be paid in full 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 16, conference table seats 10): No charge

Library Response:

_____ Approved

_____ Not approved.

Comments:

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