

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 92-4.05 **Library Meeting Room Policy**

Adopted February 18, 1992

Revised April 7, 1997

Revised December 18, 2000

Revised October 2003

Revised November 20, 2006

Revised December 7, 2009

Revised August 2, 2010

Revised November 18, 2013

4.05.010 **Purpose**

To establish a policy governing use of Library meeting rooms.

4.05.020 **Policy**

The Corvallis-Benton County Public Library makes its meeting rooms available, but neither approves nor disapproves of any viewpoint expressed by the users of the meeting rooms. The Library does not endorse any goods or services, makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any goods or services which may be the subject of meetings. When the meeting rooms are not being used by the Library, the Library Foundation, or the Friends of the Library, then the Library will open the space to all persons or groups for meetings for purposes consistent with the laws of the State of Oregon, ordinances of the City of Corvallis, and the Library's Code of Conduct. The cooperation of all meeting room users in following this policy contributes to resident well-being in the management of this shared community resource. The following policy shall apply to all users at the Corvallis Library except for the Library, the Library Foundation, and Friends of the Library.

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4.05.021 Use of Facility

- a. Rental reservations may be made no more than six months in advance. Advance notice of twenty-four hours is required if event is canceled. Fees must be paid prior to the event. Fees are as follows:

Main Meeting Room:	\$25/hour, \$75 minimum
Board Room & Conference Room A:	\$20/hour, \$20 minimum

The Library may establish fees for the use of library equipment such as projectors.

Fees are charged to all users except for official City of Corvallis and Benton County events and meetings.

- b. After reservation is made, groups will receive a confirmation with information regarding use. Rooms may be rented four times each January-June and July–December.
- c. A checklist of procedures that must be followed will be provided to each user, and the person making the reservation must ensure compliance.
- d. Use of the facility and equipment is self-service and Library staff are not available to help with equipment or furniture set up or take down. There are no guarantees of compatibility with Library electronic equipment. Users are encouraged to test their equipment with Library equipment before their meeting or event. Users, not Library staff, are responsible for returning the Main Meeting Room to an auditorium setting.
- e. Facilities will not be made available for meetings where admission is charged or money raised. The exchange of money for goods or services is prohibited on the Library premises, except by the Library, the Library Foundation, or the Friends of the Library.
- f. The Library will post a sign in all meeting rooms with a disclaimer stating that the Library does not endorse any goods or services, makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any goods or services which may be the subject of meetings.

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- g. Library meeting rooms are not designed for the cooking of meals. If refreshments are to be served, the Library should be informed at the time the reservation is made. No alcoholic beverages may be served.
- h. The use of meeting rooms shall conform to all local, state or federal laws. State law prohibits smoking in all facilities.
- i. Users shall assume responsibility for cleaning up and for any damage to Library property or the facility. No food or other items may be left in the meeting rooms or kitchen. Trash or recyclables that do not fit into the provided receptacles must be removed by the user. The Library will assess charges for damage or cleaning. The Library assumes no responsibility for personal belongings.
- j. The Library expects organizations to be considerate of library patrons and activities. The Library Director or her/his designee has the power to terminate any meeting disruptive to Library operations.
- k. Deviations from the above policies will jeopardize future access to the facilities.

4.05.030 Review and Update

This Leisure and Cultural Activities Policy shall be reviewed every three years in October by the Library Director and updated as appropriate.

