

Meeting Room Use Policy

Purpose

Lake County Libraries enrich every person by providing comfortable community spaces to satisfy curiosity, stimulate imagination, create young readers, and explore local heritage. Our SIRCLE of values--Service, Integrity, Respect, Community, Learning, and Excellence--drives every action we take to satisfy our mission.

In keeping with our mission and values, the Library provides meeting room space in the MJ Murdock Charitable Trust Community Meeting wing of the Main Library in Lakeview. This policy governs the use of Library meeting rooms. The meeting rooms shall not be used for any purpose that would prevent, discourage or interfere with the use of the Library or in any way contrary to Library policy.

Who Can Use a Meeting Room?

The Library has priority use of the meeting rooms. Space is available to the public on a first-come, first-served basis. Public Meeting Room use does not constitute Library endorsement of the beliefs or ideas expressed by organizations or individuals using the space.

The Library and Affiliates

The Library has priority use of the meeting rooms for Library, Library-sponsored, Friends of the Library, and Library Endowment activities. The Library reserves the right to cancel confirmed meeting reservations in the event of unforeseeable conflicts. Library staff will make every effort to contact you as soon as a conflict is known, and will not cancel your reservation with less than 72 hours notice.

Non-profit and Community Groups

Non-profit, civic, and community organizations, or local government entities may use meeting room space without charge for non-commercial uses such as meetings, lectures, or similar activities. Fundraising events or events where a fee is charged will be treated as commercial activities and will require payment of a fee as per the board-approved Meeting Room Fee Chart.

Commercial Activities

Organizations or individuals may use the meeting room for commercial activities, which includes events where a fee is charged, selling products or services, or fundraising, for a fee as per the board-approved Meeting Room Fee Chart.

Commercial organizations may use the Meeting Room without charge for public educational and informational purposes at the discretion of the Library Director.

Private Events

Private residents of the Library District may use the meeting room for private events such as wedding receptions and family reunions. Such use is subject to the same fees associated with commercial activities as per the Meeting Room Fee Chart.

Drop-Ins

Groups or individuals may freely use the meeting rooms as study or collaborative spaces on a drop-in basis when not otherwise in use.

How Do I Reserve A Meeting Room?

The Meeting Room is open for use at any time; however, certain after-hours usage may require additional approval by the Library Director or designee.

Reservations of meeting rooms may be made no more than 90 days in advance and no less than 72 hours in advance. Meetings with less than 72 hours notice may still be held under the Drop-Ins provision above. Reservations may be made by submitting a completed Reservation Request in-person, by mail, or online. The person submitting the Reservation Request is the Requestor and has additional responsibilities as outlined below.

Your reservation is not considered confirmed until library staff contact you with confirmation. You may cancel a reservation by contacting Library staff.

What Are My Responsibilities?

As the Requestor

The Requestor for any group must be a responsible adult age 18 or older, and is responsible for ensuring that the group abides by the terms of this policy and any accompanying rules of use. Violation of these terms may result in denial of future access to the space. The Requestor will be provided with a checklist of procedures and complete meeting room rules. Some basic rules are set out below.

Publicity

Events or meetings will not be publicized in a manner suggesting library sponsorship, co-sponsorship, approval, or affiliation, unless written permission was previously given by the Library Director. The Library's name, address, email, or phone number may not be used as the contact information for any meeting except that which is sponsored by the District or affiliate groups. Clear advertisement of location is acceptable.

Set Up and Take Down

You are responsible for setting up the room according to your needs and leaving the room and all furnishings and equipment clean and in good condition. Failure to do so may result in fines or fees for damages and/or denial of future access to the space.

Plan your reservation to allow adequate time for room and equipment set up and take down before and after your event. If you are borrowing library technology or equipment, schedule a time with library staff in advance of your meeting to ensure you know how to operate the equipment. You are responsible for leaving the room in the configuration your reservation confirmation indicates.

If no one from your group arrives within 15 minutes of your scheduled reservation start time, your reservation will be considered forfeited.

Food and Drink

Light refreshments may be served in the meeting room. Groups need to provide their own utensils, plates, cups/glasses, napkins, condiments and other event related items. You are responsible for making sure food items are not taken out of the meeting room into other parts of the library. Covered beverages are allowed in the Library.

No alcoholic beverages are permitted within the library unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.

Copyrighted Materials

Unauthorized reproduction or public display of any copyrighted material in the meeting rooms is prohibited unless it is covered by a public performance license for the Library or your organization, or a written waiver of the applicable rights has first been obtained.

What Are the Library's Responsibilities?

Library staff will handle your Reservation Request promptly and ensure you have the necessary information about your reservation as soon as is reasonably possible after confirming your request. Information provided by library staff may include:

- A checklist of procedures and room rules.
- Information about accessing the room and equipment.
- Information about any technology you have reserved for your event.

Additionally, you may schedule a time with library staff in advance of your meeting to go over any equipment or technology you have reserved. Library staff may not be available on the day of your event to do this with you.

Library staff will make reasonable effort to ensure that the meeting room is clean and in good condition when you arrive. Please notify library staff if it is not.

The Library does not assume liability for personal injuries, nor does it assume liability for damage or theft of personal property that occur as a result of the actions of the sponsors or participants in meetings scheduled in District facilities.

Exceptions to these policies and rules are at the discretion of the Library Director.