

# Meeting Room Rules for Use



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## General

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

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 of the Meeting Room Use Policy). You may cancel your reservation by contacting library staff. If no one from your group arrives within 15 minutes of your scheduled reservation start time, your reservation will be considered forfeited.

Meeting room attendance is limited to 65 persons. A responsible adult must be present at any event in a library meeting room.

Please avoid parking directly in front of G Street restaurants where possible. Customers mistakenly believe they are full and drive on.

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## Publicity

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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.

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## Set Up and Take Down

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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. Attached is a diagram of how furniture should be set up at the end of your meeting. Extra furnishings are available in the equipment closet to the left of the sink.

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.

Last revised 02/21/2015

More information →

Meeting Room users may put up directional signs slightly before and during the event to direct people. Library staff may remove the signs if they interfere with library operations or imply library sponsorship. Please remove such signs promptly after the event is over.

Please ask library staff before attaching materials to walls, windows, doors, or furnishings. We have or can recommend special adhesives that remove easily. Activities the Library Director determines would adversely impact the facility or furnishings will not be allowed.

If the trash can is full at the end of your meeting, please remove and dispose of it in the trash container outside on the west side of the building. There should be clean bags in the bottom of the trash can so you can leave a fresh bag.

Brooms and dustpan are available in the equipment closet for cleaning the meeting room floors.

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## Food and Drink

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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.

If you have any food trash in the trash can, please remove and dispose of it as described above.

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## Copyright

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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.

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## Meeting Room Checklist

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Before the meeting:

- If using technology, set up training with library staff.
- Ask attendees to leave parking in front of G Street restaurants open for restaurant customers.
- Arrive within 15 minutes of reservation time.
- For before/after hours meeting, check the room temperature setting and, if needed, adjust using directions posted at thermostat.
- Set up the room according to my needs. Extra furniture is in the equipment closet to the left of the sink. Ask library staff if you need to attach anything to the walls.
- Post directional signs to the room if needed.

During the meeting:

- If offering food, make sure no food is taken into the library. Covered drinks are allowed.

After the meeting:

- Set up the room according to the diagram on the back of this page, putting away extra equipment used in the equipment closet.
- Sweep the floors of crumbs, trash, etc., as needed.
- Empty trash if used. Dispose of your bags in the outside garbage container on the West side of the library. Fresh bags should be located inside the bottom of the trash can.
- If used, wipe down and rinse out the counter and sink.
- Remove any directional signs.
- If you changed the thermostat, set to 'follow schedule.'
- Let library staff know if you had any problems.

Thank you for your cooperation!

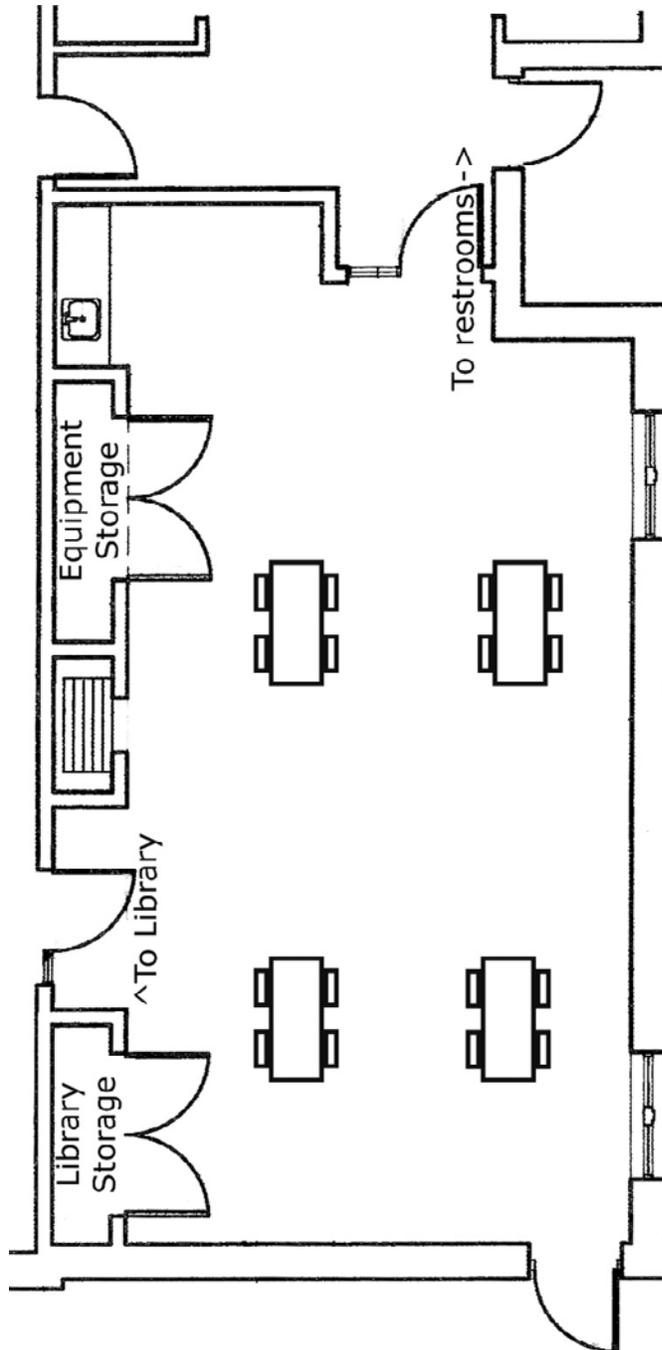
Please leave any feedback about the space or our process or the room below and turn in to library staff:

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## Meeting Room Diagram

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Please leave the meeting room in this configuration when you are finished. Thank you!



The library is happy to offer meeting rooms for free for many community events. Please consider making a donation to help keep the room, its furnishings, and equipment up to date. Thank you!

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