

OREGON PUBLIC LIBRARY SUE AMES MEETING ROOM POLICY

PURPOSE: The purpose of the policy is to support a welcoming space for public use by the greater Oregon community to use to exchange ideas or share common interests that serve to build community by encouraging civic engagement, information sharing, educational programs, cultural experiences and community partnership building.

I. Who May Use/Reserve

- (A) The primary use of the Sue Ames Meeting Room at the Oregon Public Library is for library programs and library sponsored activities. This room is also available for use by community and non-profit groups for programs of an informational, educational, cultural, or civic nature, and for business use for programs open to the public that support building community or establishing partnerships to support the community, subject to this policy as established by the Library Board.
- (B) Residents of the Oregon School District may reserve the meeting room.
- (C) The Library Board specifically excludes the following types of uses of its meeting room:
 - 1. Programs involving the sale, advertising, or promotion of products or services, unless the program is sponsored by the library.
 - 2. Meetings for the benefit of private individuals, commercial firms, and other for-profit organizations regardless of purpose.
 - 3. Personal or family purposes.
 - 4. Political campaigns, although bi-partisan political forums are permitted.
 - 5. Programs not in keeping with the library goals and objectives, or which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc.

II. Description of Room

The Sue Ames Room is to the right of the lobby as you enter the library. It accommodates 36 people theater style and 20 people conference style. The following are available for group use: tables, chairs, TV, VCR, DVD, projector screen, flip chart, and easels. There are no kitchen facilities. There also is no storage space.

III. Reservations for Room/Hours Available

- (A) Groups interested in using the library meeting room must have an authorized adult complete a "Sue Ames Meeting Room Application" and receive approval. The library will confirm meeting room use within three business days after receiving the application.
- (B) The Sue Ames Room is scheduled on a first come, first served basis.
- (C) Groups may reserve space for up to six meetings in a six month period. No single group may have more than six meetings in a six month period unless the library is a co-sponsor.
- (D) Bookings for the room are subject to cancellation with two weeks' notice if the room is needed for library programming.

- (E) Room reservations are made through the Library Director or his/her designee.
- (F) Applications that do not clearly fit within the usage policy will be referred to the Library Director. Any departure from the policy may be made only with written authorization of the Library Director.
- (G) The Sue Ames Room is available during the library's regularly scheduled hours of operation. All groups must be out of the room 10 minutes prior to closing time unless special arrangements have been made with the Library Director.

IV. Fees and Admission Charges

- (A) No fees are charged for use of the Sue Ames Room; however, voluntary donations are appreciated.
- (B) No admission fee may be charged except for meetings sponsored by the library or an approved non-profit educational group or institution for short-term classes, institutes, discussion groups, and forums, involving small fees. Approved groups include Oregon School District, MATC, and UW-Extension.

V. Use of Facilities and Equipment

- (A) All meetings shall be open to the public.
- (B) Library or other village staff will not provide assistance in setting up the meeting room.
- (C) The meeting room should be left neat and clean. Groups will be charged for damage to the room beyond normal wear and tear.
- (D) Materials may not be affixed to the walls and ceiling without prior approval of the Library Director.
- (E) Light refreshments may be served. Groups are responsible for providing their own refreshments and any supplies needed for clean up.
- (F) Tobacco products, incendiary items, alcohol, and illegal substances are not permitted on the library's premises.
- (H) No organization may use the library's address as its own organizational address.
- (I) The fact that a group is permitted to meet at the library does not in any way constitute the library's endorsement of the group's policies or beliefs.

VI. Policy Review

The Library Director will review this policy as needed or annually to verify that decisions are consistent with policy requirements and to make necessary adjustments due to changing circumstances.

Approved 1996
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