



OREGON TRAIL LIBRARY DISTRICT

Oregon Trail Library District Meeting Room and Lobby Policy

Approved by OTLD Library Board 9/17/2014

Revised 2/28/2018

Revised 10/16/2019

Lobby

The Oregon Trail Library District Irrigon Branch Lobby areas shall be for library use and library informational displays only. Visitors to the library, City Hall, and Veteran's Services may use the lobby for short waiting periods.

Meeting Room

The Oregon Trail Library District provides meeting room space at the Oregon Trail Library District Irrigon branch. The OTLD meeting room may be reserved by any group, organization or individual. although preference is primarily reserved for Library District programs, meetings and other Library District-sponsored activities. Access to the OTLD meeting room cannot be denied to any person or organization except as stated in the policy.

Entities and individuals may use meeting room space without charge for non-commercial uses such as meetings, lectures, or similar activities whenever a conflict does not exist with District activities. **No products or services may be advertised, solicited or sold**, with the exception of books, CDs and other resources sold at Library District sponsored events.

Public Meeting Room use does not constitute District endorsement of the beliefs or ideas expressed by organizations using the space. Events or meetings will not be publicized in a manner suggesting library sponsorship or affiliation. The District'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.

How to Reserve the Meeting Room:

Meeting room reservations may be made by submitting a completed Meeting Room Reservation Request form in-person or by mail. Reservations are accepted on a first-come, first-served basis for available periods up to 90 days in advance.

Guidelines for using the Meeting Room

The following guidelines must be followed in order to retain meeting room privileges. Failure to comply with the policy will result in withdrawal of room reservation privileges.

Meeting room applications are reviewed by the Library District Director to ensure they adhere to OTLD policy. The Director may accept or reject requests for meeting rooms under the established policy.

The District reserves the right to preempt room reservations for Library District programs. A minimum of one-week advance notice will be provided to the contact person on file.

Compliance with the District Code of Conduct is required when using the meeting room.

Meetings must not interfere with District operations. Noise and overcrowding are not permitted. The District reserves the right to exclude or cancel meeting room activities that may interfere with the library's primary function

Users are responsible for setting up chairs or tables. Furniture may not be moved from one room to another without staff approval. All furniture and equipment must be returned to the storage closet.

It is the responsibility of the applicant group to provide any necessary equipment for the meeting. The Library provides access to wireless Internet, which patrons may use with their own devices. Patrons are responsible for configuring their own computers and operating their own equipment.

Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of Library Director. Activities which the Library Director determines would adversely impact the facility or furnishings will not be allowed.

Advertising, displays, pamphlets and other printed or audiovisual materials may not be displayed or distributed outside the meeting room.

Unauthorized reproduction or public display of any material in the Meeting Room is prohibited if it is not covered by a public performance license for the organization or for which a written waiver of the applicable rights has not first been obtained. Example: movie showing.

Storage of materials may be provided if space is available. This is at the discretion of the Library Director.

Attendance is limited by the maximum room capacity of 180 people. Meeting organizers are responsible for crowd control.

The representative for any group wishing to book the room must be a responsible adult of at least eighteen years of age. This person shall assume full responsibility for any injury or damage to District property, building, furnishings, artwork, or equipment that results from the group's use of the facility.

The representative for any group 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.

People attending meetings must make their own provisions for childcare and supervision. Children under the age of 10 must not be left unattended in the library or meeting room.

All OTLD buildings are alcohol and smoke-free facilities.

Criminal activity is not allowed.

Refreshments may be served, provided the group cleans the meeting room following the event. Meals may not be cooked or consumed with the exception of Library District sponsored activities.

Groups are responsible for taking care of the meeting room during their reservation period and are liable for any damage incurred. After using a meeting room, groups must ensure the room is returned to its original state, including:

- chairs are stored
- tables folded and stored
- kitchenette cleaned
- utensils washed
- sinks cleaned (scrubbed if necessary)
- faucets turned off (including in restroom); restrooms cleaned as needed
- tables wiped off after meetings with food, beverages, or crafts activity
- floor swept with dust mop
- Garbage that exceeds the provided trash can must be bagged and taken from room.

The District reserves the right to exclude or cancel meeting room activities when group has defaulted on proper cleaning of meeting room on more than two occasions.

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

Canceling a reservation may be done by contacting an OTLD staff member. Groups which default on more than two reservations without prior notification to the District will forfeit standing reservations.