

## RAIN Room and Bamboo Room Use Policy

### Policy

The West Linn Public Library provides two small study rooms for public use: the Small Business Resource Center (also known as the RAIN Room) and the Bamboo Room. The library neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the rooms. The rooms are intended for individual meetings and events. Recurring requests are not normally accepted so we can keep spaces available for library programs and other patrons.

When not in use for library activities, the rooms are available under the following guidelines.

### Rooms

- The RAIN Room has a maximum capacity of six people. The room contains a table with six chairs, a conference phone (local and toll-free numbers only) an InFocus Mondopad, and free wi-fi.
- The Bamboo Room has a maximum capacity of ten people. The room contains a table with ten chairs, a conference phone (local and toll-free numbers only), and free wi-fi.

### Rules

- The number of people in your group must not exceed the capacity of the room.
- The rooms are only available during the hours that the library is open. Use of the rooms must end at least 15 minutes prior to the library closing.
- Activities in the rooms must not be disruptive to others in the building.
- The room must be left in the same condition in which it was found, including the placement of chairs and tables.
- Except for water, no food or drink is allowed in the rooms.
- The library reserves the right to cancel a reservation if the space is required for library use. Every effort will be made to give adequate notice of the cancellation.
- The library reserves the right to revoke permission to use its meeting rooms, or to modify conditions imposed on the use of the rooms, in order to adapt to the operational needs of the library or the priority needs of library users.

### Reservation Procedure

- Rooms may be reserved online by visiting [westlinnoregon.gov/library/rooms](http://westlinnoregon.gov/library/rooms)
- Rooms can only be reserved by patrons who are 16 years or older and who have a LINCC library card in good standing.
- Rooms may be reserved up to 28 days in advance.
- Reservations cannot exceed three hours in length. If, at the end of your reservation, no one else has booked the room you may extend your reservation.
- Reservations will be held for no more than 15 minutes after the beginning of the reservation time. After that time the reservation is forfeited.
- Users must check in at the Information Desk before using the rooms.

