



West Linn Public Library

1595 Burns St. West Linn Oregon 97068 • telephone: (503) 656-7853 fax: (503) 656-2746

Meeting Room Use Policy

The West Linn Public Library makes a community meeting room available as a public service. The room is made available on an equitable, priority basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. The Library does not sponsor or endorse the views of any group using the room.

The meeting room is available during regular library hours. Permission may be granted for the following uses, on a first-come, first-served priority basis with priority given in the following order:

1. Priority is given to programs administered or sponsored by the Library, City of West Linn sponsored activities, Friends of the West Linn Public Library functions, and West Linn Public Library Foundation activities. A Library program is defined as any event which promotes library purposes and involves staff in the organization, promotion, presentation or payment of presenters. These programs have precedence over other meetings, and groups may occasionally be notified to reschedule their meetings to avoid a conflict.
2. The library meeting room is available for use on Tuesdays and Sundays for non-profit community groups and organizations aiming for the educational, cultural, intellectual, social, or civic betterment of the West Linn Community and area citizens. Groups and organizations are not permitted to use the room for profit. The use of the room by Commercial Enterprises will be at the discretion of the Library Director.
3. The meeting room may be used by members of the community on Tuesday and Sundays for the presentation and exchange of information when the use is not for personal profit or gain.

Use Guidelines (for use not directly affiliated with the Library):

Requests for use of the meeting room shall be made through the library's website by filling out the Community Room booking request form at least two weeks prior to the requested date. Applications can be made in advance, but no longer than (3) three months prior to the date of requested use.

Use of the premises may be terminated at any time by the Director if the conduct of the group, or any member of the group, is disruptive to Library service, abusive or dangerous to the building, Library materials, exhibits, furnishings or individuals in the building.

Organizations may not use (unless authorized by the Director) the Library's phone number for publicity purposes, nor imply endorsement or co-sponsorship of events/meetings by the Library.

Organizations must provide their own set-up, clean-up, arrange tables, etc. Organizations may serve light refreshments. Clean-up is the sole responsibility of the organization.

Library personnel are not available to assist with audio-visual equipment, carrying materials from parking areas to the meeting room or setting-up or serving refreshments, nor can personnel be expected to answer telephone inquiries for organizations using the meeting room.

A \$30.00 deposit is required for events that are not affiliated with the Library, City of West Linn, Friends of the West Linn Public Library, and West Linn Public Library Foundation. If the room is not properly cleaned after a meeting, the deposit will not be refunded and future use of the room may be denied.

The Library will not provide storage for the property of any organization that meets in the library.

The meeting room is to be returned to the condition in which it was found and has a maximum capacity of 143.

The room is simultaneously used to display art. Those who use the room are not to move or alter the displayed art in any way.

Library staff or representatives may enter any of the library premises at any time and on any occasion.

ENACTMENT

This policy was adopted on October 23, 2013 to go into effect with the official opening of the additional library parking lot on March 1.