

Community Room Use Policy

The Community Room is available to non-profit community groups and organizations aiming for the educational, cultural, intellectual, or civic betterment of the West Linn community and area citizens. Patrons are not permitted to use the room for profit.

This room is intended for larger events and presentations. Those seeking space for small meetings should place a request for the Trillium Room.

The Community Room is intended for public events and is not available for private social functions like parties, showers, etc.

Reservation requests will be considered 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.

Recurring requests are not normally accepted so we can keep the room available for library programs and other patrons.

Equipment

- Eight tables
- 35 chairs
- Ceiling-mounted projector
- Wall-mounted HDMI and VGA inputs for AV system
- DVD player
- WiFi

Rules

- The room has a maximum capacity of 35 people.
- Patrons must have a valid LINCC library card in good standing to make a reservation. Reasonable exceptions will be made for those visiting from out of town or other extenuating circumstances.
- Reservations cannot exceed two hours in length. Please include set-up and clean-up time when planning your event.
- Patrons are limited to one active reservation at a time.
- Reservation requests may be submitted up to 28 days in advance.
- The room is only available during library hours.
- Rooms must be empty and clean at least 15 minutes prior to closing. The room must be left in the same condition in which it was found, including the placement of chairs and tables.
- Activities in the room must not be disruptive to others in the building.



West Linn Public Library

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Rules (cont.)

- Reservations may be cancelled if the room is needed for library or City use. Every effort will be made to give adequate notice of the cancellation.
- Organizations may not use the library's phone number for publicity. Staff cannot answer telephone inquiries for organizations using the meeting room. When promoting an event, please include the following disclaimer:
The West Linn Public Library does not sponsor or endorse this event.
- Organizations may serve light refreshments, but must dispose of all food and trash in outdoor bins after the event.
- Patrons must make an appointment to come in before the event for brief training on the AV equipment, if it will be used. Library staff may not be available for assistance with the AV system during events.
- Staff are not available to assist with carrying materials into the building or arranging and serving refreshments. The library does not provide storage for the property of those using the room.
- The room is also used to display art. Artwork should not be moved or altered in any way.
- Library staff or representatives may enter the room at any time.

Reservation Procedure

- Reservations should be requested at <https://westlinnoregon.gov/library/rooms> at least one week prior to the requested date.
- Staff will review requests as soon as possible, when the library is open.
- Users must check in at the Information Desk before using the room.

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