

Community Room Use Policy

The Community Room is available for educational, informational, civic betterment, or cultural meetings and events during the hours the library is open. The Community Room is intended for public meetings and events and is not available for private social functions like parties, showers, etc.

Meetings and events must be free of charge and open to the public, meaning members of the community may attend your meeting or event. Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.

Attendees cannot be required to supply personal information (i.e. name, telephone number) to attend any meeting held in the library as this is considered soliciting for later sales.

Only one active registration per person/ organization is allowed at a time so we can keep the room available for library programs and other patrons. The library has the right to cancel reservations made for the same person/organization with multiple library cards as this is considered more than one active reservation.

The above restrictions do not apply to the City (including Neighborhood Associations), Library or West Linn Library Foundation meetings, events, and activities.

All meeting rooms are subject to availability. Library-sponsored programs have priority over all outside groups. The Library reserves the right to reschedule or cancel confirmed reservations to accommodate library-sponsored programs and events. The Library reserves the right to deny use of its meeting room to any group that violates, or has in the past violated, the Library's policies.

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.

Elected officials may hold town meetings, but the meetings cannot be for the purpose of campaigning for office. Meetings organized by campaign committees or groups designed specifically to promote or oppose candidates or ballot issues are not permitted. Meetings at which candidates will discuss current election issues are permitted provided the meeting is hosted by a non-partisan, non-profit organization and that all candidates for the same office have been invited.



West Linn Public Library

1595 Burns Street ~ West Linn, OR 97068 ~ 503-656-7853 ~ wref@lincc.org

Only library-sponsored programs are featured on our library or city calendar, newsletters, etc. Programs organized by community members are not marketed by the library. 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, events must include the disclaimer: *The West Linn Public Library does not sponsor or endorse this event.* Events failing to comply with this disclaimer may have their reservation revoked.

The person who made the reservation, also known as the contact person, must be present during the event. The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend, and hold harmless City of West Linn, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the groups' use of the library.

If the contact person arrives more than 15 minutes late, or fails to check-in at a library service desk, they may have their reservation released. Additionally, the event may not be extended to accommodate tardiness. When submitting your reservation request include setup and cleanup time. You will not be allowed into the room prior to your reservation time. You must vacate the room by the end time on your reservation. Events must end and the room vacated 15 minutes prior to closing.

Failure to follow our policies may result in the loss of future room use privileges.

Before you submit your reservation request, please be aware that parking at the library is limited, especially on weekends. A few street spots are available, but no library parking is allowed in the lots at the neighboring shopping center or businesses.

Allowed

- A community group or meeting (for example West Linn Lions, book club, 4H Club)
- Scout meetings
- Business meetings that are open to the public, as long as they do not involve selling or soliciting for later sales of goods or services
- A public or private meeting or event by a State, County, City, Tribal, public education agency or district, special/service district, government agency, department, advisory body, governing body, or similar body/organization. Local Government usage is subject to restrictions on social usage and for-profit usage.



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Not Allowed

- Private social occasions such as a birthday party, family reunion, class reunion, bridal shower, wedding, or baby shower
- Confidential meetings such as with your caseworker, financial advisor, or board meetings
- Selling goods such as T-shirts or cookies, including fundraising for charity
- Selling services such as tutoring or financial advice
- Giving an informational program about goods or services you sell (considered soliciting for later sales)
- Individual use (as individuals may book the Trillium Room)

Businesses

- You are allowed to state where you work to establish your credentials.
- You may put out business cards in case people have further questions about your class.
- Mentioning services, prices, or soliciting your business is not allowed.

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 setup and cleanup time when planning your event and submitting your reservation request.
- 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.
- The room 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.
- Reservations may be canceled 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 westlinnoregon.gov/library/rooms at least one week prior to the requested date.
- Staff will review requests as soon as possible during the hours the library is open.
- Users must check in at the Information Desk before using the Community Room.

Approved by the Library Advisory Board – August 2024



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