

## Trillium Room and Pod Use Policy

The Trillium Room is intended for small group meetings or individual use and can seat up to six. The pods are intended for individual use only and can seat one person. Currently we offer two pods, Otto Pod and Owl Pod. Recurring requests are not normally accepted so we can keep these spaces available for library meetings and other patrons.

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.

### Trillium Room Equipment

- Conference table
- Six chairs
- Large touchscreen computer with camera
- Wi-Fi
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### Pod Equipment

- Table
- One chair
- Two outlets which include a USB charger
- Wi-Fi

### Rules

- The Trillium room has a maximum capacity of six people, while the pods each have a maximum capacity of one person.
- 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.
- Due to high demand, reservations cannot exceed two hours in length.
- Patrons are limited to one reservation per day and to one active reservation at a time. The library has the right to cancel reservations made for the same person with multiple library cards as this is considered more than one active reservation.
- Reservation requests may be submitted up to 28 days in advance.
- Your space will be held for no more than 15 minutes after the start of a reservation.
- These spaces are only available during library hours.
- Spaces must be empty and clean at least 15 minutes prior to closing.
- Spaces must be left in the same condition in which they were found, including the placement of chairs and tables.
- Activities in the space must not be disruptive to others in the building.
- Except for water, no food or drink is allowed in these spaces.
- Reservations may be cancelled if the space is needed for library use. Every effort will be made to give adequate notice of the cancellation.



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### **Reservation Procedure**

- Reservations can be requested at <https://westlinnoregon.gov/library/rooms>
- Users must check in at the Information Desk before using the space.

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**West Linn Public Library**

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