

Trillium Room Use Policy

The Trillium Room is intended for individual meetings. Recurring requests are not normally accepted so we can keep the room 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.

Equipment

- Conference table
- Six chairs
- Large wall-mounted touchscreen computer with camera
- WiFi

Rules

- The room has a maximum capacity of six 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.
- Due to high demand, reservations cannot exceed two hours in length.
- Patrons are limited to one active reservation at a time.
- Reservation requests may be submitted up to 28 days in advance.
- Rooms will be held for no more than 15 minutes after the start of a reservation.
- 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.
- Except for water, no food or drink is allowed in the room.
- Reservations may be cancelled if the room is needed for library use. Every effort will be made to give adequate notice of the cancellation.

Reservation Procedure

- Reservations can be requested at <https://westlinnoregon.gov/library/rooms>
- 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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West Linn Public Library

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