

Administrative Rules

Rule 1.5 – Meeting and Tutor Rooms

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Overview and General Rules

I. PURPOSE

The purpose of this policy is to establish rules and regulations for the use of public meeting and tutor room space within the facilities of the Deschutes Public Library.

II. OBJECTIVE

Community meeting space is made available to encourage free expression and free access to ideas presenting all points of view on subjects of all kinds. Use of a Library meeting or tutor room does not constitute the Deschutes Public Library's endorsement of the organization's or groups' beliefs or business practices.

III. GENERAL USE OF MEETING AND TUTOR ROOMS

1. Public meeting and tutor rooms in Library facilities are designated by the Director and are available on a non-discriminatory, equal basis in compliance with local, state, and federal laws. No activities that conflict with the Library customer code of conduct (Administrative Rule 1.4) or with local, state, or federal laws or regulations are allowed.
2. Priority for meeting or tutor room use is for Library programs and Library-sponsored programs. There is no time limit on how far in advance Library programs, Library operations, and Library-sponsored programs/events may be scheduled. The Library reserves the right to reschedule or cancel confirmed meeting room reservations to accommodate Library programs.

IV. RESERVATIONS AND ACCESS

1. Reservations for meeting rooms are on a first-come, first-served basis. Reservations for meeting rooms are made no more than 90 days in advance. A group can reserve the use of a Library meeting room once every seven days. Each group must consist of three or more people. Notification of cancellation is requested at least 48 hours before the meeting or event. Failure to notify the Library may result in loss of meeting room use privileges.
2. Reservations for tutor rooms are on a first-come, first-served basis. Tutor rooms are available one time each day for no more than two hours and can be reserved up to seven days in advance. Tutor rooms may be used by one or more persons at a time. If not present within 15 minutes of reservation time, the customer's reservation may be cancelled without penalty.
3. Library personnel must have physical and visual access to Library meeting and tutor room at all times.
4. Only meeting or event attendees are allowed in the meeting room outside of the Library's standard operating hours at the following Library locations: East Bend, LaPine, Redmond, Sisters and Sunriver. Access to the Downtown Bend Library facility outside of standard operating hours is prohibited.

V. FEES

1. The use of the meeting rooms is free of charge, with the following exceptions:
 - a. A fee of \$15 per hour will be assessed for events at which admission is charged.
 - b. A fee of \$15 per hour will be assessed for events where goods and/or services are sold.
 - c. A fee of \$15 per hour will be assessed for events or meetings when food and/or drink is served.
 - d. The Library reserves the right to assess and charge a fee of at least \$100 when room is left unclean, vandalized or in a state of untidiness that requires additional janitorial services. (see also VI. 11)
2. All fees are non-refundable.

VI. RULES AND REGULATIONS

1. Reservations for rooms at all Library facilities will be made using an on-line system. Time and day availability is also displayed using the same on-line system.
2. If a meeting room will be used outside of the Library's standard operating hours, keys may be checked out up to three days in advance of the branch's open hours from the library where the meeting will be held. The Library is not responsible for opening meeting room if keys are not checked out in advance. Tutor rooms are available only during the library's operating hours.
3. Meeting room keys are to be returned no later than the following business day in the pouch provided when checked out. They can be placed into the after hours book drop or returned directly to Deschutes Public Library staff.
4. Attendance may not exceed posted capacity of the meeting room.
5. Meetings and all meeting materials are limited to the assigned area and noise must not interfere with Library business. There is no storage space on the Library premises in which groups may store items.
6. Children aged 6 and under who accompany an adult to a meeting room must remain with the adult at all times. Use of a meeting room by groups who are under the age of 17 must be supervised and attended by the adult on the meeting room application.
7. The use or distribution of tobacco or cannabis products are not permitted on the Library premises.
8. Alcoholic beverages are not permitted on the premises, unless provided as part of a Library-sponsored event.
9. Decorations may not to be affixed to any wall, bulletin board, window, ceiling, light or permanent fixture in the room.
10. The sponsoring group or individual may not market their event, meeting, or presentation as a library sponsored or library hosted event or, use any other terms or photos that suggest the Library endorses the group's business or activities. The sponsoring group must be clearly identified if the group is publicizing a meeting to be held in a Library meeting or tutor room. Publicizing may not infringe upon or enter the Library facility's non-meeting room space.
11. The applicant is responsible for the care and cleanliness of the room and will be held responsible for any damage to the general condition of the room following its use. The applicant will be assessed charges for repair or replacement of any damaged contents of the room, as well as the physical boundaries of the room including but not limited to flooring, wall, ceilings and anything attached thereto.
12. The Library's audiovisual equipment may be available for use in the meeting room. Person(s) attending the meeting must be trained in its use before the meeting date. The group and/or person reserving the meeting room is responsible for damage to any Library equipment and may be assessed fees for repair or replacement.
13. The Library is not responsible for non-Library or personal audiovisual equipment, laptops and/or their use.
14. The Library is not responsible for theft of, or damage to, property brought into the Library.
15. At the conclusion of a meeting, applicants will return all furniture and equipment to the places they were found or following the posted room reset diagram.
16. Failure to comply with this Meeting and Tutor Room administrative rule will result in withdrawal of meeting and tutor room use privileges at all Library facilities.