

Administrative Rules

Rule 1.5 – Meeting 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 space within the facilities of the Deschutes Public Library District.

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 room does not constitute the Deschutes Public Library's endorsement of the organization's beliefs or business practices. Furthermore, these spaces help support the role of our public libraries as a gathering space and cultural center.

III. GENERAL USE OF MEETING ROOMS

1. Library facilities designated as public meeting rooms by the Director 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 or with local, state, or federal laws or regulations are conducted.
2. The meeting rooms are open for use by the public, including non-profit, for-profit, government or community groups.
3. Priority for meeting 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. Library partners have the next level of priority and can schedule up to a year in advance.

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 each 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. Reservations for rooms will be made using an on-line system. The times rooms are available at each branch are displayed through this system.
4. If a meeting room will be used outside of the library's standard operating hours, keys may be checked out from the branch where the meeting will be held. The keys are to be returned in a clearly marked sealed envelope into the afterhours book drop or returned directly to Deschutes Public Library staff. Keys are to be returned no later than the following business day.
5. The library's audiovisual equipment may be available for use in meeting rooms. Use of equipment must be reserved and approved in advance, and a group member must be trained in its use before the meeting date. The group is responsible for damage to any equipment and may be assessed reasonable fees for repair or replacement, as required.
6. There is no storage space on the Library premises in which groups may store items.
7. The meeting room must be left clean and ready for the next user. A checklist may be provided for the meeting room used, with requirements for cleaning and closing the room. Supplies for cleaning are available. If the room is not left in a useable state, a reasonable fee may be assessed.
8. The Administration Conference Room is to be used primarily for library-sponsored programs and meetings attended by library staff. It is not available for the public to reserve using the online reservation system. If a staff member reserves the Administration Conference Room for public group, all rules and fees apply.

V. FEES

1. The use of the meeting rooms is free of charge, with the following exceptions:
 - a. The user will be assessed a minimum fee of \$25 when food is served during the event.
 - b. A fee of \$25 per hour will be assessed for events at which admission is charged.
 - c. A fee of \$25 per hour will be assessed for events where goods are sold.
2. All fees are non-refundable.

VI. RULES AND REGULATIONS

1. Attendance may not exceed posted capacity of the meeting room.
2. Meetings and all meeting materials are limited to the assigned area and noise must not interfere with library business.
3. Children aged 6 and under who accompany an adult to a meeting must remain with the adult at all times. Meetings of groups whose members are under the age of 17 must be supervised and attended by the adult named on the meeting room application.
4. Smoking and the use of tobacco or cannabis products are not permitted on the premises.
5. Alcoholic beverages are not permitted on the premises, unless provided as part of a library-sponsored event
6. In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly identified.
7. The Library is not responsible for theft of, or damage to, property brought into the library.
8. The applicant is responsible for reasonable care and cleanliness of the room, and will be held responsible for any damage to the general condition of the room following use. The applicant will be assessed reasonable charges for repair or replacement of any damaged contents of the room, as well as the physical boundaries of the room including flooring, wall, ceilings and anything attached thereto. At the conclusion of a meeting, applicants will return all furniture and equipment to the places they were found or follow the room reset diagram if applicable.
9. Failure to comply with the Deschutes Public Library's Meeting Room Rules may result in withdrawal of meeting room use privileges.