

## Administrative Rules

### Rule 1.9 Non-Meeting and Non-Tutor Room Space

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#### I. PURPOSE

The purpose of this policy is to establish rules and regulations governing the use of non-meeting room and non-tutor room spaces in Library facilities.

#### II. OBJECTIVES

Library facilities, other than areas designated as public meeting or tutor room space, are to be used exclusively for library operations under the supervision of department and/or branch managers and supervisors.

Library operations are broadly defined to permit library sponsored and supervised activities which address the broad mission of a public library and/or to achieve the Library Board's Results Policies.

This Administrative Rule does not apply to areas designated as public meeting or tutor room space. Such areas are considered to be public forums and are governed by Administrative Rule 1.5.

#### III. RULES AND REGULATIONS

1. The following areas are designated as a public meeting room space, and are governed by Administrative Rule 1.5:
  - A. Brooks-Resources Room in the Downtown Bend Library
  - B. Hutchinson Room in the Downtown Bend Library
  - C. East Bend Meeting Room
  - D. Redmond Multi-Purpose Room
  - E. Sisters Community Room
  - F. Sunriver Meeting Room
  - G. La Pine Meeting Room
2. Non-meeting or non-tutor room space within library facilities are to be used for library operations which are organized by library staff under the supervision of the department and/or branch manager and supervisors.
3. Library operations may take the form of receptions, presentations, temporary displays, or other activities which address the broad mission of a public library and/or support the achievement of the Library Board's Results Policies.
4. External agencies or groups may not organize, sponsor or supervise activities in non-meeting or non-tutor room space within library facilities, unless operating as a designated and approved partner with the Library.
5. The resources and services of external agencies or groups are utilized by the Library for Library sponsored activities as a method of providing information, promoting awareness, and enlisting support for neutral community and civic projects, such as blood and voter registration drives. The use of such resources and services may only occur if the Library Director or Assistant Director determines that the utilization of such resources and services would not constitute advocacy.

6. Displays, presentations, or other activities which pertain to pending election issues must be reviewed and approved by the Library Director or Assistant Director to ensure compliance with Oregon election law.
7. For the purpose of this rule, the Library Foundation and the Friends of the Library are considered affiliated organizations. Activities sponsored by these organizations may take place in non-meeting or non-tutor room space when approved by the Library Director or Assistant Director. Such activities will take place under the supervision of designated staff.
8. External agencies that partner with the Library to provide resources, services, and/or programming in non-meeting room spaces will adhere to Library meeting room rules and regulations as stated in Administrative Rule 1.5.