

Policy on Use of Library Meeting Rooms

Library meeting rooms are available to organizations engaged in educational, cultural, civic, intellectual, or charitable activities within the city of Woodburn or the Library’s rural service area. The use of Library meeting rooms is open to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Room	Conference	Carnegie	Multipurpose
Standard Configuration:	1 oblong table 10 chairs	4 rectangular tables 8 folding chairs	None
Usable Dimensions:	17’ x 13’	16 ‘x 32’	20’ x 32’
Square Footage:	~221	~536	~770
Maximum Occupancy:	10	36	51

Priority of use of Library meeting rooms is determined according to the following schedule:

Tier	Type of Use	Examples
One	Library or City of Woodburn meetings and functions.	Storytime Employee Staff Meeting
Two	Programs and clubs officially affiliated with the Library or the City of Woodburn and open to the general public.	Friends of Woodburn Public Library Meeting
Three	Programs, meetings and activities sponsored by nonprofit community social service, service, and fraternal organizations. Attendance may be restricted to organization membership.	Oregon Law Center Rotary Club Girl Scouts Masons
Four	Programs, meetings and activities of private groups, which may be closed to the public.	Local home owners’ associations.

Reservations: The rooms shall be assigned on a “first come, first served” basis within the current fiscal year (July to June). Rooms will not be available on holidays or such times when staff are not on duty.

Procedures: Applications for reserving the use of the meeting rooms may be obtained from the Library website, or by calling the Library reference desk at 503-982-5252. The applications must be made in writing. Reservations will not be confirmed until a responsible member of the group has signed a reservation request form. This signature indicates that the regulations have been read and will be observed.

Prohibited Activities: Rooms shall not be used for promotions, sales or commercial purposes. Groups using the room to attract future clientele, business, or dues-paying members shall be prohibited. Rooms are not available for family gatherings or any other private use that lacks a communal purpose. Smoking in the Library is prohibited by state law. City policy prohibits the consumption of alcohol in City facilities.

Room Accessibility: To ensure ADA required accessibility to the Multipurpose and Carnegie rooms, library staff will prop open the doors to each room for the duration of any event for the general public. Doors shall be locked when the rooms are not in use. Signage shall be added to doors to remind staff of need to prop open doors when rooms are in use.

Parking: Groups are asked to park in one of the City parking lots to allow library patrons priority for close-in parking.

Endorsement: Permission to use a Library meeting room should not in any way be construed to mean City endorsement of a given group's policies or beliefs. Neither the name nor the address of the Woodburn Public Library nor Woodburn City Hall may be used as a mailing address for organizations meeting in these rooms.

Liability and Regulations:

1. All persons and/or groups to whom usage of meeting rooms has been granted agree to hold the Library and/or the City of Woodburn harmless from any and all liability for injury to persons or property as a result of the activity.
2. Meeting rooms and furnishings may not be altered in any way. Additional tables and chairs may be set up and arranged provided that rooms are left in their original condition and arrangement.
3. Wipes will be provided and messes caused as a result of room use must be cleaned. If additional janitorial maintenance is required beyond the normal cleaning process, the applicant may be charged accordingly. The applicant shall be responsible for any damage to equipment or property.
4. Applicants are to use only those facilities or equipment specifically designated on the application.
5. Applicants warrant that they shall secure all necessary video performance licenses and indemnify the Library for any failure on the applicant's part to do so.
6. Use of the meeting rooms shall not disturb the normal operation of the Library.

woodburn PUBLIC LIBRARY

Room Reservation Request Form

Contact the Library reference desk at 503-982-5252 for more information.
 Fax completed form to 503-982-5258 or email it to woodburn@crls.org.

Conference (10 people) Carnegie (36 people) Multipurpose (51 people)

Name of Organization: _____

Nature of Meeting: _____

Person Responsible: _____

Phone Number: _____ Email: _____

Address: _____ City/State/Zip: _____

Reservation Date(s): _____ Day(s) of Week: _____

Start Time: _____ End Time: _____ Attendance: _____

Is this a recurring reservation request? If so, is it

Every week Every other week Once a month

Applicant acknowledges that this reservation allows Applicant exclusive use of the meeting room during the time indicated on the approved application. The remainder of the facility is available to Applicant and to the general public. All persons for whom a Room Reservation Application is approved agree to waive, release, acquit, and forever hold harmless the City of Woodburn, its officers, agents and employees from any and all suits, claims, demands or assertions of liability whatsoever for personal injuries, property damage, injury to incorporeal interests, or other like damages occasioned by, arising from, or otherwise connected with the use of the facility herein described; and do hereby covenant that no action by law, or suit in equity, shall ever be brought against the City of Woodburn, its officers, agents or employees on account of any manner here above set forth. I agree to comply with all rules, regulations, and policies as set forth by the City of Woodburn. I further attest that I am 18 years of age or older and will be personally responsible for repair of damage to equipment, the facilities, grounds or for replacement of stolen equipment. **By signing below, applicant agrees to follow the Library Policy on Usage of Library Meeting Rooms.**

Printed Name: _____ Signature: _____

Date: _____

For office use only:

Day of Week	Date	Time From/To		Day of Week	Date	Time From/To