



City of Corvallis

Administrative Procedure – Miscellaneous

Procedure # 10.09

Library Meeting Room



Purpose: To govern public use of Corvallis Public Library meeting room spaces.

Scope: Applies to all users of meeting rooms at the Corvallis Public Library except for the Library, the City of Corvallis, the Library Foundation, and Friends of the Library. This policy does not apply to study room spaces in the Library.

Procedure: When the meeting rooms are not being used by the Library, the City of Corvallis, the Library Foundation, or the Friends of the Library, then the Library will open the space to all persons or groups for meetings for purposes consistent with the laws of the State of Oregon, ordinances of the City of Corvallis, and the Library's Code of Conduct.

Use of Facility

- a. Rental reservations may be made no more than six months in advance. Advance notice of twenty-four hours is required if event is canceled. Fees must be paid prior to the event. Fees are as follows:

Main Meeting Room:	\$25/hour, \$75 minimum
Other Meeting Rooms:	\$20/hour, \$20 minimum

The Library may establish fees for the use by renters of equipment owned by the Library.

Fees are charged to all users except for official City of Corvallis and Benton County events and meetings.

- b. After a reservation is made, groups will receive a confirmation by email (or printed, upon request) with information regarding use. Rooms may be rented six times each January-June and July-December.
- c. A list of procedures that must be followed will be provided to each user and the person making the reservation must ensure compliance.
- d. Use of the facility and Library-owned equipment is self-service. Library staff are not available to help with equipment or furniture set-up or take-down. There are no guarantees that Library-owned electronic equipment will be compatible with personal electronic equipment. Users are encouraged to test their equipment with Library equipment before their meeting or event. This may be done by making a reservation for a time before the event, free of charge.

Users, not Library staff, are responsible for returning the Main Meeting Room or other meeting rooms to their default chair/table setting.

- e. Facilities will not be available for meetings where admission is charged or money raised. The exchange of money for goods or services is prohibited on the Library premises, except by the Library, the Library Foundation, or the Friends of the Library.

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- f. The Library will post a sign in all meeting rooms with a disclaimer stating that the Library does not endorse any goods or services, makes no representation as to the accuracy of the information provided at the event, and assumes no liability for the quality or safety of any goods or services which may be the subject of meetings.
 - g. Library meeting rooms are not designed for the cooking of meals. If refreshments are to be served, the Library must be informed at the time the reservation is made. No alcoholic beverages may be served.
 - h. The use of meeting rooms will conform to all local, State, or Federal laws. State law prohibits smoking in all facilities.
 - i. Users will assume responsibility for cleaning up and for any damage to Library property or the facility. No food or other items may be left in the meeting rooms or kitchen. Trash or recyclables that do not fit into the provided receptacles must be removed by the user. The Library will assess charges for damage or extra cleaning. The Library assumes no responsibility for personal belongings.
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Goals:

Meeting room spaces for use by the public for meetings and other events are provided as a service to the community. The Library makes meeting rooms available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The cooperation of all meeting room users in following this Procedure contributes to community well-being in the management of this shared community resource.

Guidelines:

The Corvallis-Benton County Public Library is guided by the following American Library Association statements on access to information:

- a. The Library Bill of Rights
 - b. Interpretation of the Library Bill of Rights: Meeting Rooms
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Responsibility:

The Library expects room users to be considerate of Library patrons and activities. The Library Director or their designee has the power to terminate any meeting disruptive to Library operations.

Lack of compliance with the requirements in this Procedure will jeopardize future access to the facilities.

Review/Update:

The Library Director will prepare this Administrative Procedure for review as needed for City Manager approval.

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Review and Authorization:

DocuSigned by:
Ashlee Chavez
2BD6656319C548F...
Library Director

1/2/2024 | 8:20 AM PST
Date

DocuSigned by:
Mark W. Shepard
079B2E424B4A4G6...
City Manager

1/2/2024 | 9:28 AM PST
Date

Rev #	Name	Change Date	Character of Change
0		02-18-1992	Adopted
		04-07-1997	Amended
1		12-18-2000	Amended
2		11-03-2003	Amended
3		11-20-2006	Amended
4		12-07-2009	Amended
5		08-02-2010	Amended
6		11-18-2013	Amended
7	A. Chavez	08-17-2021	Adopted as Administrative Policy
8	A. Chavez	12-28-2023	Amended; update to available rooms and procedures

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes