

## Meeting Room Policy

Fern Ridge Library has two meeting rooms available for public use. Both are intended to further the library's mission by facilitating the exchange of diverse information and ideas. The Board of Directors and staff hope to see the library become a smoke free gathering place for many community groups and events.

1. The Konnie Room has a legal capacity of fifty-two (52) persons. It is equipped with tables and chairs, and a sink. It has ready access to public restrooms. *Upon request* the staff break room is available and may also serve as a green room, which has a refrigerator, a sink, and facilities for serving coffee and light refreshments that you provide. The Konnie Room may be used during and after regular library hours. Performers must belong to the Animal Association in order to bring in animals. Other than that, only service animals are allowed in the building.

2. The Conference room accommodates smaller groups (10 or 12 seated around a table and about 10-12 more seated around the edges of the room). Since this room has no independent outside door, it can be used only during library hours. No food or drink is allowed in this room without Directors approval. Service animals only are allowed in this area.

The library has a speaker's podium, a portable chalkboard/bulletin board, a projection screen, an overhead projector, a cd/cassette mini stereo, a PA system with handheld microphone, a video cassette recorder and a 28 inch television. This equipment can be requested for use in either room. Both rooms are equipped with a connection to the Internet via the library's local area network.

The library has a main parking lot with spaces for 22 cars plus 2 handicapped spaces, one of which is van accessible. Overflow parking is available in the north staff parking lot, which has 7 car spaces. Please use the sidewalk when using the overflow area. There is also additional parking on neighboring streets.

### ***Who may use library meeting rooms?***

Both meeting rooms may be used for community meetings and service organizations within the library district. In addition, commercial firms which operate a service outlet within the district or any non-profit organization or municipal corporation may use these rooms for meetings or similar activities. Private residents of the Library District may use the Konnie Room for events such as wedding receptions and family reunions.

*First priority is given to meetings and events sponsored by the Library, the Fern Ridge Library Foundation or the Friends of Fern Ridge Library.* Other meetings with a broadly defined educational purpose and open to the public take second priority. Private meetings may be scheduled when they do not conflict with higher priority events.

### ***How much does it cost to use a library meeting room?***

The library charges a refundable key and cleaning deposit of \$15.00. It is due at the time the reservation is placed.

There is an hourly rental fee of \$10.00. This fee may be waived for non-profit organizations that are open to the general public and are of a broadly defined educational nature.

Checks should be made payable to the Fern Ridge Library. If the facility is left in clean, undamaged condition, the deposit can be picked up within 10 days. Any damage or cleaning beyond the deposit will be billed to the user.

### ***Are there any restrictions on the use of library meeting rooms?***

The library does not assume liability for personal injuries or for damage or theft of personal property which results from the actions of the sponsors or participants in meetings scheduled at the library.

Do not publicize your meeting in a way that suggests library sponsorship or affiliation. Provision of meeting space does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the library facility.

Activities which the Library Director determines would adversely impact the facility or furnishings will not be allowed. When deciding about refreshments, be mindful of the products you choose. The room must be kept clean and neat for others. *No food, drinks or crafts unless there is adult supervision.*

*It is your responsibility to clean the room before you leave. **Check with staff at the time of registration** on location of garbage cans and access to cleaning equipment.*

No alcoholic beverages are permitted within the library unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.

A responsible adult must be present at any event in a library meeting room.

**Use of the meeting rooms may be withdrawn** upon:

- Failure of security or
- Failure of hygiene or
- Violation of Fern Ridge Library Policy or Fern Ridge Library Code of Conduct.

### ***How does one reserve a library meeting room?***

Reservations may be made by telephone (541)935-7512 or at the library circulation desk. You may reserve a library meeting room up to 90 days in advance of an event.

For a recurring event, *the deposit can be extended if the library is notified within 2 working days of the end of the 90 day period.* However you will still be required to fill out a new reservation form to extend your time. Sponsors of recurring events must be aware that those events are subject to cancellation if the library needs the room for a library event and gives 2 weeks notice.

Reservations for library audio visual equipment, tables and chairs must be made when you book the room.

Groups using the Konnie Room outside of library hours should pick up a key during library hours. Key is to be returned within 24 hours of the end of the event.

**There is no key access after library hours so it is important to pick up your key during library hours before your event, if it is scheduled to take place during the library's closed hours. Fern Ridge Library has no obligation to obtain a key for a Konnie Room applicant during library closed hours. However, if a staff member is available, a minimum \$35 non-refundable fee will apply.**

A library staff member will be happy to orient you to the heating and air conditioning & security controls and to answer any questions.

Phone number for emergency use only is 935-7034.