



FERN RIDGE PUBLIC LIBRARY

88026 Territorial Road • PO Box 397 • Veneta, OR 97487

Phone 541.935.7512 • Fax 541.935.8013

www.fernridgelibrary.org

Meeting Room Rules & Procedures

The following rules and procedures apply to the use of our meeting rooms by groups and individuals for structured meetings and/or commercial activities. See the last section for use of the Conference room as a quiet space or study room.

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.

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 with a refrigerator, a sink, and facilities for serving coffee and light refreshments (not provided by the District.) The Konnie Room may be used during and after regular library hours. Performers must obtain permission in order to bring in animals not present in a service capacity.

2. **The Conference room** accommodates smaller groups (10 seated around a table and about 10-12 more seated around the edges of the room). As 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 variety of audio/visual equipment that may be available for use during a meeting. Please contact the library for details.

Who may use library meeting rooms?

Meeting room space is primarily reserved for Library District, District-sponsored, Friends of the Library, and Library Foundation activities. In addition, non-profit, civic, and community organizations, or government entities may use meeting room space without charge for non-commercial uses such as meetings, lecture, or similar activities whenever a conflict does not exist with District activities. **Such events must be open to the general public to be eligible for free use of the meeting rooms.**

Organizations or individuals may use the meeting rooms for private or commercial activities – which includes selling products or services, fundraising, or events where a fee is charged – for \$20 per hour with a three hour (\$60) minimum. Commercial organizations may use the meeting rooms without charge for educational and informational purposes at the discretion of the Library Director.

Private residents of the Library District may use the Konnie room for events such as wedding receptions and family reunions. Such use is subject to the same rental fees associated with commercial use (\$20/hour; 3 hour minimum).

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

The library charges a refundable key and cleaning deposit of \$15.00.

There is an hourly rental fee of \$20.00 with a 3 hour minimum. This fee is due before the start of any reserved event.

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.

Rules on using the Meeting Rooms

Meeting room space will be held until 15 minutes past the scheduled start time. After such time the reservation is effectively cancelled and all fees are forfeit.

Public meeting room use does not constitute District endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Events or meetings will not be publicized in a manner suggesting library sponsorship or affiliation. The District's name, address, email, or phone number may not



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be used as the contact information for any meeting except that which is sponsored by the District or affiliate groups.

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.

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.

Unauthorized reproduction or public display of any copyrighted material in the meeting rooms is prohibited if it is not covered by a public performance license for the District or the organization or for which a written waiver of the applicable rights has not first been obtained.

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.

Reserving a library meeting room

No reservation may be made until the library has received a signed reservation contract and the deposit has been paid. You may reserve a library meeting room up to 30 days in advance of an event. Recurring events may be scheduled only with approval from the library director.

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. Failure to return the key results in a loss of deposit.

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.

The Conference room as a quiet/study space

The conference room may be reserved for a maximum of 2 hours and may be used no more than once a week by the same individual or group. This limit also applies to drop-in use. All individuals/groups must check in at the Circulation desk before using the conference room.

Reservations may be placed up to 30 days in advance. Such use may occur only during regular, open hours, may be cancelled if a library sponsored group or activity has need of the room, and the code of conduct applies at all times.

When not reserved, the conference room is an open public space and available to all. The doors must remain open at such time.