

## Meeting Rooms

The Siuslaw Public Library District is committed to the provision of free and open access to a broad range of informational, recreational and cultural resources for library patrons of all ages. As part of that commitment, the Library provides meeting space to facilitate the exchange of diverse information and ideas. The opinions expressed are those of the individuals or organizations using the library's meeting space.

Non-profit, civic, political and community organizations, or government entities may use meeting room space for meetings, lectures or similar activities whenever a conflict does not exist with library activities. Commercial firms located within the District may use meeting room space only for educational and informational purposes.

When seeking to use library meeting space, please remember that:

- Meeting room space is primarily reserved for the Library, library sponsored, and Friends of the Library activities.
- All meetings must be open to the public and no admission fees may be charged.
- Neither non-library related fund-raising nor commercial sales may be conducted in library meeting room space. This includes the soliciting of new customers and/or sales of products or services. Items such as raffle tickets or CDs may be sold at an event so long as the sale of such items is incidental and not the primary purpose of the event.
- Attendance is limited by maximum room capacity. Meeting sponsors and/or organizers are responsible for crowd control. Meetings must be confined to the reserved meeting space and must not interfere with library operations.

- Space is available on a first-come, first served basis. Groups must comply with the scheduling provisions in the Meeting Room Rules of Use.
- The representative for any group wishing to book library meeting space must be 18 or older and must assume full responsibility for any damage to library property, building, furnishings or equipment that results from the group's use of the facility. The Library may share the name and contact information of the person booking library meeting space if there are any inquiries about the meeting.
- When library meeting space is to be used by groups or organizations of students or others younger than age 18, at least one adult must be continuously present for every fifteen persons younger than age 18.
- Any publicity regarding meetings held at the library must contain the following statement: "This program is neither sponsored nor endorsed by the Siuslaw Public Library District." The name, address, and/or telephone number of the Library may not be used as contact information for any meeting except that which is sponsored by the Library or the Friends of the Library.
- Unauthorized reproduction or public display of any material in the Meeting Room is prohibited unless it is covered by a public performance license obtained by the District or a written waiver of the applicable rights specific to that material for that event.
- Users are responsible for setting up chairs or tables for their meeting. Furniture may not be moved from one room to another.
- People attending meetings must make their own provisions for child care and supervision.
- No alcohol is permitted within the facility 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.
- The Library does not assume liability for personal injuries nor does it assume liability for damage or theft of personal property which occur as a result of the actions of the sponsors or participants in meetings using library space.

- Activities which the library director determines would adversely impact the library facility, furnishings, or library operations will not be allowed.
- The representative for any group using library meeting space is responsible for ensuring that the group abides by the Meeting Rooms Policy and Meeting Room Rules of Use. Violation of these terms may result in denial of future access to the space.

Exceptions to these policies and rules are at the discretion of the library director or designated staff member.

*Adopted by Board of Directors:* May 19, 1999  
*Revised by Board of Directors:* March 21, 2001  
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*Revised by Board of Directors:* April 24, 2002  
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