

Meeting Rooms at the Siuslaw Public Library

Non-profit, civic, political and community organizations, or government entities may use library 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.

The library meeting rooms are currently only available during the library's open hours—groups using the space should plan to be done no later than five minutes before the library closes.

Bromley Room: This space is available for reservations up to 45 days in advance, and can be reserved once every 30 days by any one group. The Bromley Room comfortably accommodates up to about 70 people. A 70-inch “smart board” is available in the space, and use of the smart board to display presentations or videos is possible, but a representative of the group will need to be trained by library staff prior to the event/meeting. Refreshments are allowed in this space.

Conference Room: This space is available for reservations up to 45 days in advance, and can be reserved once every 30 days by any one group. The exception to this rule is that the room may be booked additional times if it remains vacant within seven calendar days. A large monitor in the room can be used to display videos or presentations, but a representative of the group will need to be trained by library staff prior to the event/meeting. Refreshments are allowed in this space but must not leave the Conference Room or be placed near library materials or equipment.

Study Rooms: The two library study rooms are available for reservation up to seven days in advance, and can be reserved up to twice per seven calendar days, and can be reserved for up to two hours per day. Both rooms comfortably accommodate about four people. Study Room 2 includes a dry erase board and DVD player and screen.

Library Lobby: To reduce congestion, the library lobby is not currently available for reservation by non-library groups.

Because we do not charge to use our meeting spaces, we also ask that you understand these spaces are self-service. When using the library rooms, you are responsible for set-up, take down, and any clean up.

If you require instruction on using the technology in any room, you need to make an appointment with library staff prior to your reservation to learn how to use equipment.

Library space is available on a first-come, first-served basis, and the primary purpose of these spaces is always library and library-sponsored events.

Selected rules of use for SPLD Meeting Rooms:

- Any event or meeting conducted in a library space must be open to the public and no admission fees may be charged.
- Publicity (posters, press releases, etc.) regarding meetings or events held at the library must contain the following statement: “This program is neither sponsored nor endorsed by the Siuslaw Public Library District.”
- Contact information for the library may not be used as the contact information for any meeting/event. The name and telephone number of the person who has reserved a library space will be provided upon request to members of the public interested in learning more about any meeting/event.
- Fund-raising for non-library purposes and commercial sales, including recruiting new customers or clients, or in the hopes of generating future sales, is not permitted at the library. Commercial firms located within the district may reserve a library space only for educational purposes.
- In order to show movies or to display other copyrighted material at the library, you must select a work that is covered by the library’s performance license, or you must have appropriate written authorization to display the material publicly.
- Attendance is limited by room capacity. The person/organization who reserved the space is responsible for crowd control and must ensure meetings/events are confined to the reserved meeting space.
- 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.
- 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 and the organizer must maintain a ratio of at least one adult for every fifteen minors.
- No alcohol is permitted within the facility unless specifically approved in writing by the library director.
- 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.
- Commercial materials, surveys for commercial purposes, and personal campaign materials are not permitted at the library.