

Oregon City Public Library Large Conference Room and Everything Room Use Policy

The Oregon City Public Library provides two small study rooms for public use: the Large Conference Room (maximum capacity 14) and the Everything Room (maximum capacity 6). Electrical outlets, white board, and wifi are available in each. When not in use for library activities, the rooms are available under the following rules approved by the Library Board. The Library neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the rooms.

Supplies for using the whiteboards in the study rooms can be checked out. This includes an eraser and markers for whiteboards.

Rules

- When not reserved, use is on a first come, first served basis.
- Use of the rooms is limited to three hours a day unless no one else has a reservation or is waiting.
- Conduct and noise are expected to be kept to a level conducive for study by others in adjacent spaces.
- Users must abide by the Library Behavior Guidelines (<http://www.orcity.org/library/behavior-policy>)
- Except for closed beverage containers, no food or drink is allowed in the rooms.
- The rooms are only available during the hours that the Library is open. Use of the rooms must end at least 15 minutes prior to the library closing.
- The room must be left in the same condition in which it was found.
- Projects that involve materials including, but not limited to, musical instruments, singing, TV/radios, glitter, paint, glue and other craft materials may not be used in study rooms unless during a library supervised program.
- Doors may not be blocked; windows and doors in study rooms may not be covered at any time **except where shades already exist.**
- The Library is not responsible for accidents, injury, loss or damage to the private property of the individual or organization using the room.
- Patrons are responsible for alerting staff to any pre-existing damage to the room before occupying it.
- The Library reserves the right to cancel a reservation if the space is required for library use. Every effort will be made to give adequate notice of the cancellation.
- The Library reserves the right to revoke permission to use its meeting rooms.

Reservation Procedure

- Users must check in at the Ask Desk before using the rooms.
- Rooms may be reserved in person or by phone.
- Both the Large Conference Room and Small Conference Room (Everything Room) can only be reserved by patrons who are **16 years or older** and who have a LINCC library card in good standing. Reservations are not transferrable to another patron.
- Rooms may be reserved up to **6 months** in advance.
- Reservations cannot exceed three hours in length. If, at the end of your reservation, no one else has booked the room you may extend your reservation.
- Reservations will be limited to **one** reservation per week.
- Reservations will be held for no more than 15 minutes after the beginning of the reservation time.

Liability

1. The reservee assumes all liability for damage to or theft of City property by his/her group during the reservation time period as assessed by the City.
2. City assumes no responsibility for materials, equipment or any other article left by any organization, group or individual in the Library and will not be liable for loss, theft or damage thereto.