

CROOK COUNTY LIBRARY
175 NW Meadow Lakes Drive
Prineville, OR 97754
541/447-7978 Fax 541/447-1308

1. CROOK COUNTY LIBRARY MEETING ROOMS
POLICY STATEMENT

There are two meeting rooms; the large multi-purpose room and the smaller conference room. These rooms are provided primarily for library-related activities such as exhibits, audiovisual programs, story hours or other activities sponsored or cosponsored by the Library or Friends of the Library. These activities take precedence over all other activities. Use of the Meeting Rooms must not interfere with the operation of the Library. Meetings that would interfere with the work of the Library because of noise or other factors will not be permitted.

MEETING ROOM PROCEDURES

1. Meeting Room Furniture: Tables and Chairs

For durability purposes, all the tables for use in the Meeting Rooms are extremely heavy. If you are planning to use the Meeting Room tables, you may wish to have one or two people assist you in retrieving the tables and returning them to the storage room. If your group has served refreshments or used craft materials, please check tabletops for any sticky residue. There are paper towels and cleaning solutions, including cleaner for the white board, under the sink in the Multi-Purpose room kitchen area. The room should be returned to its original state when your meeting is over, unless requested otherwise by a staff member.

2. Key Pick-Up

If your group will be using the Meeting Room at a time when the Library is closed, please pick up the key before your meeting. If arrangements for key pick-up need to be made, please telephone the Library one or two days ahead of your meeting. **Keys cannot be picked up after Library hours and under no circumstances can staff be contacted at home for keys.**

3. Checking the Library Doors

If the Library is closed when your meeting ends, please ask the person in your group who leaves last to check all of the Meeting Room doors (including the patio doors) to make sure they are locked and closed tightly. Check the Front Doors and the North Door to make sure they are also locked and shut securely.

4. Reservations

Application from organizations or individuals for use of the Meeting Rooms is to be made on the Library's Contract for use of Meeting Rooms form and turned in at the front counter in advance of the meeting date. Forms are available at the Library during open hours. Requests will be taken over the phone to secure a particular date and paperwork can be completed later. Requests are granted in the order in which they are received and using the following guidelines:

- A. First priority for scheduling is for events sponsored by the Library or the Friends of the Library.
- B. Reservations for the meeting rooms will be taken on a first-come, first-served basis.
 - Meetings occurring Monday through Saturday can be scheduled up to 12 months in advance with an opportunity for renewal during the last month of that period if the room is still available.**
 - Meetings occurring on Sundays can be scheduled up to 3 months in advance with renewal during the last week of that period if the room is still available.**
- C. To allow use of the Meeting Rooms by as many community members as possible, only one reservation per week, per organization, is allowed. The Library Director must approve requests for an event that continues for more than one day.
- D. The Library reserves the right to reschedule confirmed Meeting Room reservations in order to use the space for programs or events sponsored by the Library.

PARKING

Groups need to ask meeting participants to use the parking area at the far south end of the parking lot. This ensures that library patrons have easy access to the building.

RULES FOR USE

A responsible member of the organization who will see that all regulations are followed must make the reservation.

1. No group or person may charge an attendance fee for meetings or workshops held on the Library grounds or make requests for voluntary donations. No sales may be made in connection with the meeting. No person or organization shall use the facility for business purposes or pursuits. Exceptions may be made for Library sponsored or co-sponsored programs.
2. The Library will not provide storage for property of organizations that hold meetings in the Library, nor may the Library be used as the official address of any organization.
3. Groups of high school age and under must be sponsored, and their meetings attended by an adult.
4. The Library is not responsible for theft or damage of property brought to the Library.
5. A refundable cleaning and key deposit is required. Fees are:
 - \$25.00 for the Juniper Room (small conference room) and,
 - \$100.00 for the Claudia Broughton Room (large multi-purpose room.)

Deposits will be refunded after the key has been returned and the room checked.

Fees will be waived for tax funded agencies.

If a group does not show up and fails to cancel with 24 hours notice the deposit will be forfeited or billed to the organization.

6. All utensils, plates, cups and paper products must be disposable and provided by the organization. They must be removed or disposed of in an acceptable manner following the meeting for which they are used. No alcoholic beverages will be allowed. A large coffee maker, water pitchers and glasses are provided for both Meeting Rooms.
7. The following equipment is available for use in the meeting rooms:

microphones	projection screen	video projector	laser pointer
overhead projector	slide projector	DVD player	VCR
television	a multi-media cart.		

Please notify the Library in advance if you wish to use these items. Some items must be reserved and checked out and a contract signed. Operating instructions are included. Plan on arriving early to familiarize yourself with the equipment if necessary. Staff will not be available to set up or operate equipment.
8. Each group must be responsible for their own set-up of chairs, tables, and equipment, and for returning the room to its original condition, unless requested otherwise by Library staff.
9. The group must maintain order while on Library premises and pay for any damages to the building, landscaping, furniture, or equipment.
10. The group must enforce the recommended occupancy limits for the Meeting Rooms: 15 persons in the small room and 120 in the large.
11. Groups are prohibited from smoking in or within 20 feet of the Library facilities.
12. Tackboards must be used to hang materials. Absolutely no tape, tacks or other materials are to be used to post notices on walls or windows.
13. Small children are welcome, but groups are required to provide supervision at all times both inside and outside the building.
14. In consideration of our neighbors, meetings will not take place between 10:00 p.m. and 6:00 a.m.
15. The building is to be kept locked at all times when the Library is closed. Therefore, when a group is using a Meeting Room while the rest of the Library is closed, the person signing this agreement will be held responsible for:
 - A. Getting the key for the exterior entrance not more than 24 hours prior to the

meeting.

- B. Signing the checklist and returning it and the key in the Library's book drop on 2nd St. immediately following the meeting or at the Circulation Counter when the Library is open.
 - C. Making sure all doors and windows are securely shut and locked in the Meeting Room upon leaving.
16. The Meeting Rooms may be used between the following hours:
- Monday – Friday: 6a.m. – 10p.m.
 - Saturday: 10a.m. – 6p.m.
 - Sunday: To be negotiated.

PUBLICIZING YOUR PROGRAM

The act of meeting at the Library does not constitute an endorsement by the Library of a group's policies or beliefs. Posters, flyers, and other publicity should not give the impression that the program is sponsored, co-sponsored, or approved by the Library.

RESTRICTIONS

At the Library Director's discretion, Meeting Room privileges may be refused or canceled for reasons including, but not limited to the following:

- 1. Failure of a group to observe rules and regulations.
- 2. Failure of a group to leave rooms and furniture in original condition - neat, clean and undamaged.
- 3. Failure of a group to give advance notice of 24 hours in the event the group cannot meet.
- 4. **Failure to pick up the key during library hours will be regarded as a no-show without 24-hour notice.**
- 5. Disorderly conduct, disturbances, and parking problems caused by the group's meeting.
- 6. False representation of the group and its planned activities.
- 7. Use of alcohol or smoking inside or within 20 feet of the Library facilities.
- 8. Exceeding the occupancy limit.

CHECK LIST FOR CLOSING MEETING ROOMS

After your meeting and before you leave, please check the following:

- Wipe all tables, chairs and whiteboards as necessary.
- Return furniture to its original location unless requested otherwise by Library staff. If furniture is returned to the storage room, that door will need to be locked also.
- Place any used water pitchers and tumblers in the large plastic container.
- Clean any appliances that were used.
- Unplug all equipment and appliances except the refrigerator, microwave and stove.
- Secure all windows and the patio doors.
- If a vacuum is needed, there is one located in the storage room.
- Turn off all lights including the dimmer switch. (there are some security lights which cannot be turned off).
- Close and lock the Meeting Room doors.
- Return key to a staff member at the circulation counter.
- Turn off the heater, if in use, in the Juniper Room.

A NOTE ON GARBAGE

If your garbage is minimal and contains no perishable food waste it can be left in the garbage can.

If there is food waste or a large amount of garbage, please take it to the dumpster at the south end of the parking lot. There is an additional garbage can in the storage room if you need it.

ADDITIONAL LIST IF MEETING CONTINUES AFTER LIBRARY HOURS

- Check the restrooms to make sure they are empty and lights are off.
- Double check that both exterior doors are locked and shut tight.
- Sign this checklist and put in the book drop on 2nd St. with the key.
Your deposit will be refunded after the room has been checked.

Please report any spills on the carpet as soon as possible. We need to know what has spilled in order to apply the best cleaning method.

Signature _____

IMPORTANT

If there is a problem securing the building, use the lobby phone to call the Crook County Police Dept. at 447-4168. They will contact a Library staff member. Please remain at the Library until someone arrives. **PLEASE NOTIFY A STAFF PERSON AS SOON AS POSSIBLE IF THERE ARE ANY PROBLEMS WITH THE MEETING ROOMS.** Thank you.

Last revision May 2001