

Crook County Library

Meeting Room Policy

Approved by the Library Board of Trustees, October 10, 2013
Revised January 12, 2017

Crook County Library has two public meeting rooms. The Broughton Room is a large multi-purpose room which seats up to 120 and has a kitchenette, patio, and audiovisual equipment. The Juniper Room holds a conference table and chairs with seating for up to 15.

Purpose and Scope

Meeting room space is reserved primarily for the Library and Friends of the Library. Nonprofit, civic, and community organizations, government entities, and private parties may use the meeting rooms without charge for non-commercial uses such as meetings, lectures, parties, or similar activities.

Library meeting rooms may not be used for commercial activities, including but not limited to selling products and services or hosting events with entrance fees. The Library Director or designee may allow not-for-profit entities host fundraisers or charge for events. Such organizations may be asked to submit proof of their tax-exempt status. Businesses and commercial organizations may use the meeting rooms without charge for educational and informational purposes or for staff meetings and trainings, at the discretion of the Library Director or designee, providing no goods or services are being sold or advertised.

Meeting room use does not constitute an endorsement by the Library or County of an event organizer's beliefs. Publicity should not give the impression of Library or County sponsorship or support. Event organizers may not use the Library or County's contact information for events unless the Library and/or County is co-sponsor.

Room Use Provisions

1. Event organizers and individuals checking out keys must be at least 18 years old. They are responsible for seeing that all policies and procedures are followed.
2. Reservations are confirmed on a first-come, first-served basis. To confirm a booking, a reservation form must be completed and returned to the library within six library business days.
3. Room occupancy limits are 120 for the Broughton Room and 15 for the Juniper Room. Please do not exceed these limits.
4. Events are expected to be confined within the rooms for which they're scheduled.
5. Events may be scheduled between 6:00 am and 10:00 pm.
6. Events may be scheduled up to three months in advance.
7. The library will not provide storage for meeting room users.
8. Event organizers will be charged for any damage caused during the meeting to the furnishings, artwork, equipment, building, landscaping, or other Library or County property.
9. Meeting room users are expected to leave the facilities in clean, safe condition. A charge of at least \$25.00 will be assessed if cleaning the room requires an abnormally large amount of staff time. If the meeting room is dirty or something is otherwise amiss upon arrival, the event organizer should contact Library staff immediately.

Restrictions

1. Meeting room users must abide by this policy, the Patron Code of Conduct, other Library and County policies, any accompanying rules of use, and all local, state, and federal laws. Users also must follow library staff requests. Failure to comply with policies, laws, or staff requests may result in immediate termination of events, fees, and possible denial of future room use.
2. People attending events must make their own provisions for childcare. Children under the age of ten may not be left unattended in the library. Children are welcome at all meeting room events, but event organizers are expected to ensure proper supervision as determined by Oregon childcare regulations.
3. Meeting room users are prohibited from consuming alcohol, smoking, vaping, or using tobacco products on library grounds.
4. The Library and County do not assume liability for personal injuries or for damage or theft of personal property which occur as a result of the actions of meeting room users.
5. Unauthorized reproduction or public display of any recorded audio, video, or other intellectual property in Library meeting rooms is prohibited if such reproduction is not covered by the Library or event organizer's public performance licenses or for which a written waiver of the applicable rights has not first been obtained.

Exceptions to this policy are at the discretion of the Library Director or designee.