

Crook County Library

Meeting and Study Rooms Policy

Last revised January 9, 2020

We have three meeting rooms that the public can use. 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, chairs, and audiovisual equipment, with seating for up to 15. The Study Room may be used more informally by individuals or groups up to 12.

Purpose and Scope

The meeting rooms are primarily for library, Friends of the Library, and County activities. However, if you are a nonprofit, civic, or community organization, government entity, or private party, you may use the meeting rooms without charge for non-commercial purposes such as meetings, lectures, parties, classes, etc.

You may use our meeting rooms for commercial activities - which include selling products/services or hosting events where a fee is charged - for \$20 per hour, billable in 30-minute increments with a one hour minimum. At their discretion, the Library Director or designee may allow registered not-for-profit entities to host fundraisers or charge for events. Such organizations may be asked to submit proof of their tax-exempt status. If you are a business or commercial organization, you may use the meeting rooms without charge for educational and informational purposes or for staff meetings and trainings, providing no goods or services are being sold or advertised.

Meeting room use does not constitute an endorsement of your beliefs by us or Crook County. Publicity should not give the impression that we or the County sponsor or support your event. You may not use our or the County's contact information or logos for events unless we or the County are co-sponsors.

Broughton and Juniper Room Use

1. You must be at least 18 years old to book a room or check out a key. A responsible adult must be present during the event at all times.
2. For commercial room use, you must pay in full before a key will be issued.
3. Reservations may be made up to three months in advance and are confirmed on a first-come, first-served basis, with preference given to library, Friends of the Library, or County events. To confirm a booking, complete a reservation form and return it to us within six library business days.
4. Room occupancy limits are 120 for the Broughton Room and 15 for the Juniper Room. Please do not exceed these limits.
5. Events are to be confined within the rooms in which they're scheduled.
6. You may schedule events between 6:00 am and 10:00 pm.
7. To ensure equitable access by the community, we generally will not allow the same individual or group to regularly use each room more than once a week.
8. If your event occurs when the library is closed, you must pick up a key beforehand during library open hours. We are unable to provide staff to open the building should you forget to pick up a key.
9. Please use only official library contact channels to coordinate your event. Staff are unable to respond to requests made using their personal contact information or social media accounts.
10. We do not provide storage for meeting room users.

11. You may put up directional signs slightly before and during your event on the day it's scheduled. However, library staff may remove the signs if they present an obstruction or safety hazard. Please remove the signs promptly after your event is finished.
12. To ensure access for other library users, please ask your event attendees, if they're able, to use the parking lot across the street from the library.
13. Please try to give us at least 24 hours' notice for cancellations.
14. We will refund paying meeting room users in full if the event is cancelled with at least 24 hours' notice. Otherwise, we will retain a non-refundable deposit of \$20. Refunds will not be issued if you fail to pick up a key.
15. For safety, please do not cook on the Broughton Room patio. A range is available inside.
16. You or your organization will be charged for any damage caused by you or your attendees to the furnishings, artwork, equipment, building, landscaping, or other Library or County property.
17. You 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, please contact us immediately.

Study Room Use

You may use our Study Room with or without prior reservation during library open hours. Most provisions noted above apply to the Study Room with the following exceptions:

1. Individuals of any age may book the Study Room.
2. Reservations may be made up to three weeks in advance and are confirmed on a first-come, first-served basis, with preference given to library, Friends of the Library, or County events. To confirm a booking, check with staff at the service desk.
3. The room occupancy limit is 12 people. Please do not exceed this limit.
4. We generally will not allow the same individual or group to regularly use the room more than twice a week or three hours per day.
5. No commercial activities – which include selling products/services or hosting events where a fee is charged – are allowed in the Study Room.

Legal Restrictions

1. You and your attendees must abide by this policy, the 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, per our Use Restrictions Policy.
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 you are expected to ensure proper supervision as determined by Oregon childcare regulations.
3. Smoking, vaping, and using alcohol, tobacco, or marijuana products are not allowed 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 our meeting rooms is prohibited if such reproduction is not covered by our or your 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. _____