

# WILSONVILLE PUBLIC LIBRARY MEETING ROOM

## POLICIES AND PROCEDURES

8200 SW WILSONVILLE ROAD, WILSONVILLE, OR 97070 PH: 503-682-2744 FAX: 503-682-8685

**FACILITIES AVAILABLE**

	<b>Seating Capacity: Classroom -Theater</b>	<b>Individual/ Business</b>	<b>Government/ 501(c)(3)</b>	<b>Local Non-profits serving children</b>
<a href="#"><u>Oak Room</u></a>	60-120	\$80/hr	\$20/hr	2hrs free during Library open hours \$10/add'l hr
<a href="#"><u>Oak Room South</u></a>	40-80	\$40/hr	\$10/hr	
<a href="#"><u>Oak Room North</u></a>	20-40	\$40/hr	\$10/hr	
<a href="#"><u>Rose Room</u></a>	30-49	\$40/hr	\$10/hr	

Small study rooms are available for free, for up to 2 hours per day (per individual or group). These can be reserved in advance with staff at the Circulation Desk, and may be available on a drop-in basis.

**GENERAL USE**

Any person at least 18 years old, on their own behalf or representing any group or agency, may submit an application to reserve any of the above facilities, up to two (2) months in advance. After the application is approved, payment is due by 7 days prior to the date of the reservation, unless an alternate payment plan is approved by Library staff. (Please note that the cutoff for refunds, in the case of cancellations, is 7 days before the date of the reservation. Any payments made after that deadline will not be eligible for a refund.)

Rooms are not considered reserved until the application has been reviewed and approved. Approved use agreements are not transferable.

The Library, its affiliates, and/or other City of Wilsonville users will have first priority on space allocation, but the City will make every effort not to displace a reservation already properly made and approved. In the unlikely event a reservation is cancelled by Library or City staff, a full refund will be issued. (For further information see the Cancellations/Refunds section of this document.)

**Room Availability**

Events may be scheduled during open hours on any library business day. The rooms will not be available for use on recognized holidays observed by the City during which the Library is closed. Events must end early enough to complete cleanup before the end of the reservation. Any time overrun will be billed or deducted from any damage/cleaning deposit at twice the paid rental rate in 30 minute increments, with a \$20 minimum charge.

**Food and Drink**

Food and drink must be prepared in advance. Library meeting rooms are not designed for cooking or preparation. Use of alcohol is not permitted.

**Special Uses**

Special uses involving music, wall hangings or decorations, the serving of food or drink or other activities liable to entail significant cleanup or risk of damage are subject to the review and approval of the Library Director or designated staff. Full disclosure of such uses must be made on the application. Such uses may require payment of a refundable \$100 cleaning/damage deposit.

## **FEES**

### ***Rental Fee***

Hourly room rental fees for each room are at the top of this document. Local non-profit organizations directly serving children are eligible to have the rental fees for the first two hours of reservations during Library open hours waived.

### ***Damage/Cleaning Deposit***

A refundable damage or cleaning deposit of \$100 may be assessed for events at which food or beverages are served or which involve other uses liable to entail significant cleanup or risk of damage.

## **RULES AND RESTRICTIONS**

- The user is responsible for room setup and takedown, including folding tables into storable configuration and stacking chairs onto carts. A fee of \$20/hr will be billed or deducted from any deposit if it is necessary for Library staff to put furniture back in its proper place. Please leave the room according to the diagram on the wall.
  - Cleanup includes wiping table surfaces, tidying restrooms, removing debris from floors and patio surfaces and placing garbage in appropriate containers.
  - Tables and chairs will not be removed from the building.
  - Equipment, supplies or other products belonging to user groups may not be stored in the facility.
- Smoking is not permitted anywhere inside the Library building or within ten feet of any entrance.
- Animals are not permitted, except for service animals.
- Facility users will not attempt to adjust thermostats.
- Users will turn off all lights when leaving the facility.
- Open flames (including candles) are prohibited except on chafing dishes.
- Existing wall decorations may not be removed.
- Posters, charts, banners or easel sheets will be attached only on tack boards installed on the facility walls. No tape, tacks, stickpins, or fasteners of any kind will be applied to or stuck into other surfaces in rooms, doors, or the building lobby.
- The Library does not promote privately-sponsored events. When advertising events and programs elsewhere, the user must not imply sponsorship by the Library or the City of Wilsonville.
- One freestanding sign holder will be made available to the user, for display in the Library lobby. No other advertising may appear in the Library lobby, on the bulletin board, or in or on the Library building (outside of the reserved room, during the time booked).

## **CHANGES TO RESERVATIONS**

Changes made to a reservation on the day of the scheduled event may incur additional fees.

## **CANCELLATIONS/REFUNDS**

If a reservation must be cancelled, notice must be submitted listing the name, address and telephone number of the applicant, and the date of reserved use.

Refunds of hourly and other fees paid will be issued in accordance with the following schedule:

<i>8 or more days prior to the date reserved:</i>	Full refund
<i>7 or fewer days prior to the date reserved:</i>	No refund

The Wilsonville Public Library reserves the right to reschedule, cancel or change facility use arrangements when deemed necessary. The Library also reserves the right to deny or cancel any reservation if there is any misrepresentation of applicant's non-profit status or other material misrepresentation.

Exceptions to these policies may be made at the discretion of the Library Director or designated staff.