

Meeting Room Policy

The Chetco Community Public Library District is aware of the need for meeting space for local groups. Making available such accommodations to the public is an additional service, which the Library may render under conditions set by the Library Board. Permission to use the meeting room does not constitute an endorsement of a group's policies or beliefs.

Library meeting rooms are available to groups or organizations which have a cultural, educational, civic, social, political, religious, or professional focus; other community-oriented organizations; or, to persons volunteering as tutors as part of a non-profit program. Meeting rooms are not available to non-library groups or individuals for the promotion or sales of services or products, fundraising, conducting classes for profit, or private social functions. Meetings shall be open to the public. No admission may be charged or donation solicited as a condition of entry. No items or services may be sold (excluding library program materials).

The following guidelines apply to all non-library meetings held on library premises:

- Meeting rooms are only available for use during normal library hours.
- The person reserving the room is responsible for ensuring that no alcoholic beverages are allowed.
- For safety reasons the stated capacity for each room must not be exceeded.
- Groups are responsible for arranging chairs, tables, and other equipment provided in the meeting rooms to meet their own needs. Following their use of the room, groups must return the room to its original state. Clean-up of the room by the group is required. You must include time for setup and breakdown in your reservation request.
- The following disclaimer will be posted in the meeting room: "The library does not advocate or endorse the policies or purposes of any group or individual using the library meeting room. The library is not liable for injury to person or property arising out of use of the meeting room by an outside group or individual."
- Meetings held in any meeting room must not disturb normal library operations. The Library reserves the right to stop meetings that are disruptive to normal library operations.
- Library meeting rooms may not be used for any activities prohibited by law.

The Library reserves the right to reject any reservation if it is determined that the organization has abused its past privileges, including but not limited to: violation of any of the preceding policy and procedures, vandalism, theft, failure to exit the building on time, and failure to appear for a scheduled meeting. The acceptance of library policy and procedures (electronically or in person) assigns responsibility for loss or damages to the room and loss or damage to any library property or equipment used during the meeting to the person submitting the application.

Space, staff limitations, and library schedules necessarily require regulatory measures, which affect the use of the meeting room. These rules may be modified for official library functions

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when deemed appropriate. The Library Board and Library Director reserve the right to deny permission to use the meeting rooms or make exceptions to policy.

NOTE: The library's use of meeting room space takes precedence over outside reservations. Occasionally, it may be necessary to cancel or move a meeting reservation if a specific space is needed by the library. Every effort will be made to give adequate notification to the organizer and/or organization affected.

Adopted December 13, 2019