

# Meeting Room & Study Room Policy

Approved by Library Board: 08/13/2007

Date(s) of Revision: 04/14/14; 2/12/18; 9/12/23

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Baker County Library District provides meeting room space for community use. BCLD supports and endorses the American Library Association's Library Bill of Rights, which states:

"Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

## Meeting Rooms

Meeting rooms may be reserved by any group whenever a conflict does not exist with District activities, policy or operations. To be eligible for free use of the Meeting Room, events must be for non-commercial purposes and open to the general public. Use of Library meeting rooms does not constitute an endorsement by the Library of a program or point of view expressed.

All advertisements, announcements, flyers, social media or other marketing content connected with any individual's or organization's use of the meeting room must contain the disclaimer:

"Sponsored by XYZ Neighborhood Guild" (name of the organization booking the room). Use of the Library's facilities by an individual or group does not constitute Library endorsement of the policies or beliefs of that individual or group."

## Rules on Meeting Room use

- **The event must be free and open to the public.**
- **No products or services may be advertised, solicited or sold**, with the exception of materials authorized at Library-sponsored events.
- Compliance with the Library Code of Conduct is required.
- The capacity of room must not be exceeded.
- Reservations or activities that conflict with library policies or operations will be denied or terminated.
- Storage of materials on library premises is not permitted.
- Light refreshments may be served, but food may not be prepared or cooked on library property. Group representatives are fully responsible for cleanup.
- Alcoholic beverages are not permitted within the facility unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.
- The representative for any group wishing to book the room must be a responsible adult over age eighteen (18). This person shall assume full responsibility for any injury or damage to District property, building, furnishings, artwork, or equipment that results from the group's use of the facility. When library space is to be used by groups, organizations of students, or others younger than age eighteen, the following number of adults are required for each age group of children:
  - Ages 0-2: 1 adult per 4 children
  - Age 2: 1 adult per 5 children
  - Ages 3-4: 1 adult per 10 children
  - Ages 5-17: 1 adult per 15 children
- Reservations not fulfilled or rescheduled within 20 minutes of the scheduled start time are forfeit.
- Groups with recurring events which default on two reservations without notifying the Library will forfeit standing reservations.
- Reservations may be pre-empted for Library programs in special circumstances. In such cases, a minimum of one-week advance notice will be provided to the contact person on file.
- Small groups or individuals may be relocated to an available smaller room when possible to accommodate additional reservation requests.

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## Responsibility of Patrons Using Library Rooms

- After using a meeting room, groups must ensure the room is returned to its original state, including:
  - Tables, furniture, tools and equipment cleaned and returned to their original locations
  - kitchenette cleaned and faucets turned off (including in restroom)
  - garbage disposed of in library bins
  - floor cleaned of debris with vacuum, if necessary
  - all lights turned off (except for safety lights)
  - doors closed securely and locked.
- The individual who reserves the facilities space will be accountable for any damages or cleaning fees. If he or she is under the age of 18, his or her parent or legal guardian will be liable.
- For meetings outside of Library operating hours, applicants are responsible for checking out an access key or code from Library staff one day prior to the event. After-hours access is granted for the meeting room space during the reservation period only and not the full Library building. *Unauthorized access may be considered trespassing.*
- The patron who schedules the use of facilities space is responsible for returning the key to the Library desk from where it was checked out upon its due time.
- A patron who loses a key will be billed \$50.00 for the cost of its replacement.

## Special Use

With special permission, BCLD may make its facilities available for nonstandard usage, that is, usage that goes beyond standard meetings, trainings, receptions, and other like events. Examples of nonstandard usage are:

- Use that includes the presence of animals.
- Use that includes the presence of firearms or replica weapons.
- Use involving the provision of health services.
- Use for educational purposes that requires a fee.
- Introduction of oversize materials, large equipment and/or decorations that have the potential to damage the facilities or its furnishings.
- Use of parts of the library or its grounds outside the meeting rooms.

Requestors should be aware that a certificate of liability insurance shall be required for nonstandard usage. Information on how to purchase insurance can be found at <http://www.onebeaconentertainment.com/>. The vendor ID Code is OB11-280.

Buildings that are owned jointly by the Library and another entity may have additional guidelines and/or restrictions. Exceptions to these policies and rules are at the discretion of the Library Director.

**FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN SUSPENSION OF ROOM USAGE AND/OR LIBRARY PRIVILEGES.**

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## Study Rooms

At some locations, Library Study Rooms (AKA Tutor Rooms) are available during normal library hours for use by patrons who require a secluded space in which to pursue individual study, as well as to contain the noise of personal or small group discussions.

Study Rooms may not be used for commercial purposes or activities for which a fee is charged (such as privately paid tutoring). Library rooms may not be used to distribute or solicit orders or sell goods and services.

## Reservations and check out

- Study Rooms are available on a first-come, first-serve basis unless reserved in advance. Patrons with advance reservations take priority.
- To place a reservation and check out a Study Room, a person
  - must be at least 14 years old and either have a valid Sage library card in good standing, or present a valid state-issued photo ID which lists birthdate.
- Study Rooms can be reserved for up to 3 hours per day. Occupants may be allowed to remain in room past their reserved time until the space is reserved by another user. Upon notice, occupants will be allowed 10 minutes to vacate the room upon notice by library staff.

## Study Room rules and guidelines

- The Library's Code of Conduct policy applies to all library property, including Study Rooms.
  - Noise must be kept to a minimum and should not be heard outside the room. Excessive noise and/or disruptive behavior will result in the suspension of room privileges.
  - No alcoholic beverages, smoking, or vaping devices may be used in any room.
- No person under age 14 may be left in a room for more than 15 minutes unaccompanied by a parent or responsible caregiver age 14 or over.
- Exceeding the posted maximum occupancy limit of a room is not allowed.
- Patrons are not permitted to move furniture in or out of the Study Rooms; if needed, please see a library staff member.
- Items shall not be affixed to the walls (e.g., banners, posters, decorations).
- Windows in rooms may not be covered at any time.
- The library is not responsible for items left unattended in the Study Rooms.
- Tampering with security camera equipment in Study Rooms will result in immediate eviction from the room and suspension of library privileges for a minimum of 90 days.

## Responsibility of Patrons Using Library Rooms

- The individual who reserves the facilities space will be accountable for any damages or cleaning fees. If under the age of 18, the individual's parent or legal guardian will be liable.
- The individual who reserves the facilities space is responsible for returning the key to the Library desk from where it was checked out upon its due time.
- A patron who loses a key will be billed \$50.00 for the cost of its replacement. Room use will be suspended pending full payment of the lost key charge.

***FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN SUSPENSION OF ROOM USAGE AND/OR LIBRARY PRIVILEGES.***