

# 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

### **Large Meeting Rooms:**

	Seating Capacity: Classroom -Theater	Individual/ Business	Government/ 501(c)(3)	Local Non-profits serving children	Projector/ Sound System	Bldg. Monitor (outside library open hours)	Reserve
<a href="#">Oak Room</a>	60-120	\$80/hr	\$20/hr	2hrs free during Library open hours \$10/add'l hr  A/V waived	\$50/use	\$12/hr	<a href="#">Online</a>
<a href="#">Oak Room South</a>	40-80	\$40/hr	\$10/hr		N/A		
<a href="#">Oak Room North</a>	20-40	\$40/hr	\$10/hr		\$50/use		
<a href="#">Rose Room</a>	30-50	\$40/hr	\$10/hr				

### **Library Study Rooms:**

<a href="#">Zwald Study Room (Room no. 1)</a>	1-4	2hr limit Free Public Use			N/A	N/A	Drop-in only
<a href="#">Andersen Study Room (Room no. 2)</a>	1-4				N/A	N/A	At Circulation or Call
<a href="#">Simmons Study Room (Room no. 3)</a>	1-10				N/A	N/A	At Circulation or Call

### **Large meeting room policies:**

#### **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 for up to two (2) months in advance. Completed applications, including all forms, fees, and permits, must be submitted two (2) weeks in advance of the requested date.

Rooms are not considered reserved until application is submitted and all appropriate fees paid as determined by authorized library staff. All applications are subject to approval, and 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, a full refund will be issued. (For further information see the Cancellations/Refunds section of this document.)

#### **Room Availability**

Events may be scheduled from 8:00AM to 11:00PM during 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.

#### **Building Monitor Fee**

A building monitor is required when the library is closed. A fee of \$12 per hour will be charged.

### **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 exactly as you found it.
  - 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.
- No access will be allowed to any space not approved on the application during hours when the Library is closed to the public. After-hours access includes access to the outer lobby and bathrooms.
- 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.

### **CHANGES TO RESERVATIONS**

Changes made to a reservation on the day of the scheduled event will incur additional fees and require a signed "Room Reservation Change Form" acknowledging the change.

### **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:

8 or more days prior to the date reserved: Full refund

7 or fewer days prior to the date reserved: 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.

### **Library Study Rooms Policies:**

Small study rooms within the Library are available without charge for small group meetings or quiet study.

The Zwald room (Room no.1) is available for drop-in use.

The Anderson (Room no. 2) and Simmons (Room no.3) rooms may be reserved up to one month in advance at the circulation desk.

Use should be limited to no more than two hours in one day, if others are waiting.

Reservations are forfeited if a user arrives more than 10 minutes after a reserved time.

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