

## **Library Meeting Room/ Community Room Policy and Guidelines**

The Siletz Public Library provides a facility for meetings on a wide variety of topics. The meeting/ community room is reserved in accordance with the following priorities:

1. Library and SVFOL sponsored or related programs
2. City of Siletz and Confederated Tribes of Siletz Indians sponsored meetings
3. Educational, civic, charitable, and cultural programs sponsored by local non-profit agencies or organizations located within the Siletz Public Library service area
4. Groups affiliated with a local government agency
5. Commercial and private use

### **Endorsement**

The Siletz Public Library and the Lincoln County Library District endorses the American Library Association's statement on "Meeting Rooms:" Article VI of the *Library Bill of Rights* states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

### **Authorization for Facility and Meeting Room Use**

- The LCLD Librarian is responsible for managing all library facilities, including the public meeting room. The District Librarian or a duly authorized designee, including the Siletz Library Manager, shall implement the policies outlined in this document.
- The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement by the City of Siletz, the Library, the Lincoln County Library District, or the Lincoln County Library District board of the policies or beliefs of that group or organization.
- The meeting room may be reserved 12 months in advance. These reservations can be made in January and July of each year for a 12 month period.
- No group may reserve the meeting room more than once a month.
- The Library reserves the right to deny future use of the meeting room to any group or organization that does not follow its meeting room policies.

### **Policies Guiding the Use of the Meeting Room**

- The meeting room shall not be used for any purpose that would prevent, discourage, or interfere with the use of the Library for purposes of research, reading, and study.
- Users of the meeting may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
- Library staff may enter and remain in the meeting room at any time during a scheduled meeting.
- Unless admission is charged or a meeting is limited to a group's membership, any person may attend a meeting so long as that person complies with Library policies.
- Activities for minors, age 17 and under, must be supervised by responsible adults.

- Permission to use the meeting room is not transferable by any individual or group whose application is approved.
- Smoking (including e-cigarettes) is not allowed in or around the Library.
- Alcoholic beverages and marijuana products are not allowed in or around the Library.
- The applicant shall hold the City of Siletz, the Lincoln County Library District, their employees, and agents harmless from any claim, loss, or liability arising out of or related to the applicant's use of the premises, or from any condition of the used premises, including any such claim, loss, or liability which may be caused by or contributed to in whole or in part by the City, Library District, their employees and agents. The applicant shall indemnify the City and Library District, (1) for any damage to the Library's property occurring during the use thereof, whether or not the applicant is responsible therefore and (2) for expenses and costs, including attorney's fees, incurred by the City or Library District or their employees and agents, in defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises.

### **Meeting Room User Responsibilities**

- The sponsoring organization or individual is responsible for providing any refreshments served, for keeping food and drink within the designated meeting space, for cleaning up afterwards, and for returning the room to its original condition.
- Time for setting up the meeting and cleaning up afterwards should be included in the meeting time requested.
- It is the responsibility of the person signing as authorized representative of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of attendees and the library facility and to further ensure that attendees observe the policies governing the public use of library facilities and meeting room.
- The sponsoring organization or individual is responsible for enforcing any current public health guidelines (ie. social distancing, masking, etc.).
- Library facilities and meeting room users agree to pay for any and all damages to library property including, but not limited to walls, floors, grounds, and furniture while applicant is using property.
- Meetings scheduled during library hours need to end 10 minutes before the library closes.
- The room may be reserved for hours when the library is closed. A key with a pouch containing opening and closing instructions may be picked up during library hours. The key and pouch should be returned immediately after the end of the meeting room use in the book return.

## **Applying for the Use of the Meeting Room**

- The library has preemptive rights to use the meeting room with a minimum of two weeks' notice to a previously scheduled group.
- An application for use of the meeting room is found at the end of these policies and guidelines.
- The room is scheduled on a first-come, first-served basis, up to twelve months in advance.
- A signed application must be received in the office of the Library Manager up to twelve months ahead and prior to the meeting time requested.
- Applicants must be individuals 18 years or older.
- Payment of any required fees must be made prior to the meeting.
- The use of chairs, tables, lectern, and audio-visual equipment may be reserved, subject to availability. An indication of these requirements must be made on the application form. NOTE: The persons using the room will be responsible for arranging these items, and then for stacking chairs prior to departure and for otherwise leaving the room as they found it.
- The Library Manager, or other designee of the District Librarian, will approve or disapprove the application, and a copy will be returned to the applicant with this information.

## **Fee Schedule**

- Library, City of Siletz, Confederated Tribes of Siletz Indians and other local government-exempt
- Non-profit/ community organizations- \$5 per meeting
- Commercial or private- \$20 per hour
- A refundable deposit of \$25 is required for all non-profit/ community organizations, commercial, and private groups.
- Separate guidelines and fees are in development for OCCC, OSU, and similar educational institutions.

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## **Small Meeting Room**

Use of the small meeting room is subject to the open hours of the library.

- The room may be used by individuals and groups of any age at any time when the room is not in use. Individuals or groups charging a fee must use the large meeting room (see relevant sections about fees and usage).
- Individuals and groups of any age may reserve the room for use any time during the library's regular hours. No advance notification is needed. No application is needed.
- Reservations will be noted on the library's meeting room use calendar.
- No reservations will be taken for repeated use by an individual or group.

## Meeting Rooms: An Interpretation of the Library Bill of Rights

Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the *Library Bill of Rights* states, “Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Libraries maintaining meeting room facilities should develop and publish policy statements governing use. These policies can properly define time, place, or manner of use; such qualifications should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. These statements should be made available in any commonly used language within the community served.

If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization. Libraries may wish to post a permanent notice near the meeting room stating that the library does not advocate or endorse the viewpoints of meetings or meeting room users.

Written policies for meeting room use should be stated in inclusive rather than exclusive terms. For example, a policy that the library’s facilities are open “to organizations engaged in educational, cultural, intellectual, or charitable activities” is an inclusive statement of the limited uses to which the facilities may be put. This defined limitation would permit religious groups to use the facilities because they engage in intellectual activities, but would exclude most commercial uses of the facility.

A publicly supported library may limit use of its meeting rooms to strictly “library-related” activities, provided that the limitation is clearly circumscribed and is viewpoint-neutral.

Written policies may include limitations on frequency of use, and whether or not meetings held in library meeting rooms must be open to the public. If state and local laws permit private as well as public sessions of meetings in libraries, libraries may choose to offer both options. The same standard should be applicable to all.

If meetings are open to the public, libraries should include in their meeting room policy statement a section that addresses admission fees. If admission fees are permitted, libraries shall seek to make it possible that these fees do not limit access to individuals who may be unable to pay, but who wish to attend the meeting. Article V of the *Library Bill of Rights* states that “a person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” It is inconsistent with Article V to restrict indirectly access to library meeting rooms based on an individual’s or group’s ability to pay for that access.

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**SILETZ PUBLIC LIBRARY**

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Siletz, OR 97380

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Email: [siletz@siletzlibrary.org](mailto:siletz@siletzlibrary.org)

**MEETING ROOM APPLICATION**

Organization requesting use: \_\_\_\_\_

Authorized representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of function: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Date requested: \_\_\_\_\_ Begin time: \_\_\_\_\_ End time: \_\_\_\_\_

Alternate date: \_\_\_\_\_ Begin time: \_\_\_\_\_ End time: \_\_\_\_\_

Admission fee: yes \_\_\_\_\_ no \_\_\_\_\_

**FEE SCHEDULE (make checks payable to Lincoln County Library District)**

Library sponsored or local government – exempt

Non-profit or community organizations (\$5 per meeting) \_\_\_\_\_

Commercial or private (\$20 per hour X \_\_\_\_\_ hours) \_\_\_\_\_

Total due: \_\_\_\_\_

Failure to comply with the Library’s policies may jeopardize future use of the meeting room.

\_\_\_\_\_  
I have received, read, and will comply with the Meeting Room Policy.

Applicant’s signature \_\_\_\_\_ Date \_\_\_\_\_

The person signing on behalf of the applicant represents that such a person has the authority to do so and hereby binds the applicant to comply with all the provisions and requirements of the Siletz Public Library policy on use of the meeting room.

The following is to be filled in by designated Library staff:

Date application received: \_\_\_\_\_ Fee: \_\_\_\_\_ Received fee: \_\_\_\_\_

Received cleaning deposit: \_\_\_\_\_

Approved: yes \_\_\_\_\_ no \_\_\_\_\_ Comments: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_