

MEETING ROOM USE POLICY

Adopted by the Cedar Mill Community Library Association Board of Directors on June 29, 1995. Revised June 19, 2001; January 18, 2005; March 19, 2019

The Cedar Mill & Bethany Community Libraries (CMBCL), in the interest of building a better, more connected community, offer their meeting rooms by reservation for non-profit community groups or organizations as available. Use of the meeting rooms does not constitute an endorsement by CMBCL of the viewpoints expressed by participants in the program or meeting.

FACILITIES

Cedar Mill Library Meeting Room

- Room Occupancy: Lewis and Clark Meeting Room capacity is 76. For smaller meetings, the Lewis Room (32 occupancy) may be reserved.
- Equipment available for use:
 - 12 conference tables (24" x 60") and 77 chairs.
 - Projector and screen – available in combined Lewis and Clark Meeting Room only.

Bethany Library Annex Meeting Room (Available in 2020)

- Room Occupancy: 46
- Equipment available for use:
 - 6 conference tables (30" x 60") and 50 chairs
 - Projector and screen

ELIGIBILITY

- The library meeting rooms are available to all non-commercial and non-profit community groups on a first-come, first-served basis. They may also be made available for land use review meetings.
- All meetings must be free and open to the public. No admission may be charged or collection taken except to benefit CMBCL.
- Each group must consist of 6 or more people. Rooms are not to be used by individuals, for tutoring, or for commercial purposes.
- The meeting rooms are available to adults 18 years or older. At least two adults 18 years or older must be present when youth groups use the meeting rooms.
- CMBCL programs and sponsored events take precedence over other uses of the meeting rooms.
- CMBCL retains the right to use the meeting rooms for their own purposes at any time and will give reasonable notice if it is ever necessary to cancel or change a

reservation.

RESERVATIONS

- Reservations for rooms will be made using an online system. An adult representative of the group will be required to read and agree to the CMBCL Meeting Room Use Policy before making a reservation online. This individual will be responsible for knowing and following the regulations for the use of the room and equipment.
- Library staff will review and approve or deny all reservation requests based on the CMBCL Meeting Room Use Policy.
- Groups are allowed one reservation per month at CMBCL meeting rooms.
- Reservations must be made at least 7 days in advance and up to 2 months in advance.
- Meeting rooms can be reserved for a maximum of 3 hours, which includes set-up and clean-up.
- The projector and screen may be used. A remote and HDMI cable is available for check out. Groups are responsible for providing any other equipment they may need.
- Notification of cancellation is requested at least 48 hours before the meeting or event. Failure to notify the Library may result in loss of meeting room privileges.

CONDITIONS OF USE

- The meeting rooms are available only during the CMBCL's standard operating hours. All meetings should conclude and the room cleaned and ready for the next user by the end of the scheduled meeting time. All meetings must conclude and room vacated 15 minutes prior to library closing.
- Library staff must have access to the meeting rooms at all times.
- In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly identified. The Cedar Mill & Bethany Libraries' name, address or phone number may not be used as the contact for the group.
- Library patrons are not a potential audience to be solicited and invited to events. Posters or other signage advertising meetings are not allowed on CMBCL's premises.
- Storage for meeting materials is not available.
- The group's adult representative will remain in the room throughout the

meeting, and will make sure that the room is left clean and ready for the next user. A checklist will be provided for the meeting room used, with requirements for cleaning and closing the room, including returning tables and chairs to their original location and disposing of all trash.

- Children must be directly supervised by adult participants and must remain in the meeting rooms throughout the meeting.
- Food, alcoholic beverages, the use of tobacco or cannabis products is not permitted on the premises. Use of open flames, incense, glitter, paint or dye is also not allowed. The cost of cleaning up spills or other damage will be charged to the group using the room.
- The group assumes full responsibility for any damage to the meeting space. Groups may not hang signs, posters, displays or other decorations in the meeting rooms.
- The library is not responsible for theft of or damage to property brought into a library meeting room.
- Any group that violates the rules or instructions for the use of the Meeting Room or creates a disturbance of any kind or does not adhere to CMBCL's Behavior Policy, may be barred from future use of the room.