PUBLIC 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; April 19, 2022; November 21, 2023; March 18, 2025.

The Cedar Mill & Bethany Community Libraries (CMBCL), in the interest of building a better, more connected community, offer their meeting rooms by reservation for local non-commercial, nonprofit organizations and community groups 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: Elm & Oak Meeting Room capacity is 76. For smaller meetings, the Elm Room (32 occupancy) may be reserved. No projector or screen is available in the Elm Room.
- Equipment available for use:
  o 12 conference tables (24" x 60") and 76 chairs.
  o Projector and screen – available in combined Elm & Oak Meeting Room only. HDMI Cable and Remote for projector may be borrowed for the meeting at the main library public services desk.

Bethany Library Annex Meeting Room

- Room Occupancy: 46
- Equipment available for use:
  o 12 conference tables (30" x 60") and 55 chairs
  o Projector and screen. HDMI cable and remote for projector may be borrowed for the meeting at the Bethany Library public services desk.

ELIGIBILITY

- The library meeting rooms are available to local non-commercial, nonprofit organizations and community groups on a first-come, first-served basis. Library meeting rooms may not be used for monetary solicitation, sale of items or services, or fundraising activities, unless to benefit CMBCL. Admission fees may not be charged and commercial or "for profit" use of the meeting rooms is not permitted. Library patrons are not a potential audience to be solicited and invited to events.
- Rooms may not be used for events such as birthday and anniversary parties, weddings, baby showers, funerals, or other personal celebrations. Recitals, rehearsals and individual practice sessions are not permitted. Rooms are not to be used by individuals, for tutoring, or for commercial purposes.
- Each group must consist of 6 or more people.

- The meeting rooms are available to adults 18 years or older. Events for minors/students must be supervised by 2 adults, 1 of which must be over 21 years of age.
- 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 must read and agree to the CMBCL Meeting Room Use Policy before making a reservation online.
- Representatives will be responsible for knowing and following the regulations for the use of the room and equipment, including returning a completed attendance form, the room binder and key at the end of the room use and within the reservation time.
- Library staff will review and approve or deny all reservation requests based on the CMBCL Meeting Room Use Policy.
- Groups are allowed only one booking per month total between the two locations.
- Reservations must be made at least 7 days in advance and up to 60 days in advance.
- Meeting rooms can be reserved for a maximum of 3 hours, which includes set-up and clean-up.
- The projector and screen are available for use. A remote control for the projector and HDMI cable are available for use. Groups are responsible for providing any other equipment they may need. Staff are not available to assist with equipment or technology needs.
- Public Wi-Fi is available.
- Notification of cancellation is requested at least 48 hours before the meeting or event. Failure to notify the library may result in the 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 the room vacated 30 minutes prior to library closing.
- The key for the meeting room is available at the library service desk no earlier than 5 minutes prior to the reservation time. It is accompanied by a binder that includes meeting room and emergency instructions.
- Reservation confirmation email must be shown to library staff at check-in by a responsible party. Confirmation can be in digital format (on a device) or in print.
- Library staff must always have access to the meeting rooms.
- 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.
- Because CMBCL is a 501(c)(3) nonprofit institution, the promotion or sale of any commercial entity, product, or service, as well as the solicitation of customers or clients, is prohibited.
- 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 person making the reservation assumes full responsibility for any damage to the meeting space. The cost of cleaning up spills or other damage will be charged to the individual who booked the room.
- Groups may not hang signs, posters, displays or other decorations in the meeting rooms or the libraries.
- 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, creates a disturbance of any kind or does not adhere to CMBCL's Behavior Policy may be barred from future use of the room.