

Driftwood Public Library

Meeting Room Use Policy

The primary purpose of the meeting rooms at Driftwood Public Library is for library-related activities. When not being used by the library, the rooms are available to the general public. In order to ensure that the meeting rooms will be available to the benefit of all, the following policies will be followed:

Type of Group:	May reserve no more than:	Fee:
Library Use	12 months in advance	No Charge
Lincoln City Department or Committee	3 months in advance	No Charge
Local Community Service Group	3 months in advance	\$50 Food Security Deposit only
Non-Profit Group	3 months in advance	\$50 Food Security Deposit only
Out-of-Town Governmental Groups	3 months in advance	\$50 Food Security Deposit only
Private Group (not open to general public)	3 months in advance	\$10/hour; \$75/day + \$50 Food Security Deposit
Commercial Group	2 months in advance	\$30/hour; \$225/day + \$50 Food Security Deposit

- 1) Applicants must complete one application form for each date they wish to reserve a meeting room. The person whose name appears on the application will be referred to as the organizer. The time span for which the group reserves the room must take into account time for set-up, breakdown, and cleaning.
- 2) A \$50 food security deposit will be required of any organizer who plans to a) serve refreshments other than water or b) allow participants to bring their own food. This deposit is due at the time of application. The security deposit must be in the form of a check made out to Driftwood Public Library and must be separate from any other room use fees. Food Security Deposits will be refunded to the organizer via mail after the meeting room is inspected and it is determined that cleaning will not be needed as a result of the user's activity. Partial refunds will not be made: if cleaning is required, the entire deposit will be forfeited.
- 3) If a \$50 Food Security Deposit is not made, organizers are expected to notify meeting participants of the prohibition on food and beverages and to enforce that restriction. If evidence of food is found after a meeting and the deposit has not been paid, organizers will be billed for clean-up at the rate of \$25/hour and a minimum of ½ hour AND will be charged a deposit for all future meetings regardless of the intent to serve food.*
- 4) Any damage to furniture, equipment, or the room itself resulting from a group's use of the room will be the financial responsibility of the organizer, who will be invoiced for all such damages by the City of Lincoln City.
- 5) Where applicable, fees are due at the time of application. Fees are non-refundable unless cancellation of room use is initiated by the library.
- 6) Users wishing to use library equipment must specify which equipment they require **at the time of application**. Users are expected to be able to run equipment themselves, but staff assistance beyond set-up can be arranged for an additional fee of \$25/hour (minimum ½ hour). Assistance must be arranged at least 1 week in advance. **Last minute assistance will not be available.**
- 7) If it becomes necessary, the library reserves the right to cancel any use of the meeting rooms.

- 8) Groups will notify the library immediately upon cancellation of a meeting.
- 9) The organizer is required to be present for the entire duration of the room's use. If the organizer of a meeting fails to show up at the scheduled time or fails to notify the library of cancellation, attendees will be referred to the person listed on the application as "contact" and given the phone number and email address supplied on the application.
- 10) Users must set up and break down themselves: library staff are not available for this purpose. The room must be returned to the state in which it was found, including placement of furniture and equipment, before users leave. If the room is left in any condition other than that which it was found, the organizer will be billed for library staff time at the rate of \$25/hour, with a minimum billing of ½ hour.
- 11) Use of the meeting rooms is restricted to the library's hours of operation. Set up for meetings may not begin before the library opens and meetings must end and the room be returned to its original state (including all clean-up) no later than 5 minutes before the library closes. Hours of operation are:

Monday through Wednesday, 10:00 a.m. to 8:00 p.m.

Thursday through Saturday, 10:00 a.m. to 6:00 p.m.

Sunday, 1:00 p.m. to 5:00 p.m.

- Should a meeting run beyond the library's hours of operation, the organizer will be billed for library staff time at the rate of \$50/hr (two staff are required to be on duty at any given time) at a minimum of ½ hour (i.e. if the meeting runs over from 1-30 minutes, the organizer will be billed \$25; if the meeting runs over 31-60 minutes, the organizer will be billed \$50, etc.). Participants are expected to keep track of time themselves and will not be warned in advance of the library's closing. Time is calculated according to the clock over the library's main entrance.
- 12) Unless the group is paying a room fee as a "private group" (see chart above), meetings are considered open to the public.
 - 13) Unless a group is paying a room fee as a "commercial group" (see chart above), fees may not be charged for admission to the meeting.
 - 14) The Driftwood Public Library and the City of Lincoln City do not bar access to the meeting rooms to anyone on the basis of race, religion, sex, creed, age, national origin or social and/or political views. The library's and city's endorsement of a group's views is not implied by their permitting a group to use the meeting rooms.
 - 15) All applications to reserve a meeting room must be approved by the Library Director. Desk staff do not have access to the final meeting room-use calendar and should not be asked about room availability. Until you have heard back from the Library Director, you have not been approved to use the meeting room.
 - 16) Exemption to private room-use fees will only be granted to tax-exempt groups using a room for a private meeting. If a group charges participants to attend, then a Commercial Room-use fee will be charged, regardless of tax-exempt status. Food security deposits, staff assistance fees, and any fees other than "private room-use fees" are required of all groups needing those services, regardless of tax-exempt status. If a group plans on claiming exemption from private room-use fees because of tax-exempt status, proof of such status is required at the time of application.

*Reasons for non-refund of food security deposit:

- a) Spilled liquids, wet or damp spots, stained carpet or upholstery, crumbs or other food debris left on furniture, carpet, or cabinetry.
- b) Soiled kitchen area (counters, sink, refrigerator and cabinets) requiring janitorial attention.
- c) Trash, paper, or food wrappings left in the room, including in waste receptacles **(take your trash and recyclables with you)**.
- d) Any other mess resulting from the presence of food or the serving of food not mentioned above (including lingering food-related odors).

Approved by the Driftwood Public Library Board February 2, 2010