

Lower Umpqua Library Meeting Room Procedures

Use of the Lower Umpqua Library meeting room must not interfere with the operations of the library. Use of the facility must not require care of service beyond that which is normal and routine for library operations. The Lower Umpqua Library District neither approves nor disapproves of the content, topics, subject matter, or points-of-view of individuals or groups using the meeting room. Use of the facility must be approved by library administration.

The meeting room is available on a first-come, first-served basis. The organization requesting permission to use the meeting room must designate a representative who will be responsible for the protection, care and cleanliness of the facility. Reservations must be made in advance with the name, address, and phone number of the responsible person and organization, and other information as requested on the agreement form. The Lower Umpqua Library District reserves the right to use the facilities at any time, and to restrict or deny usage of an organization, in order to provide equal access to the use of the meeting room.

All groups using the meeting room must pay a **\$50** deposit, refundable if the room is left clean and undamaged. There is no charge for non-profit, non-commercial schools and government related group use. There is a **\$30** fee (up to 3 hours) for private, for-profit, or business use of the room, to be paid prior to use.

For cancellation, or change in reservation status, the applicant must inform the library administration as soon as possible, in advance of the meeting, or if any information changes on the reservation form.

A key is needed for every meeting held outside of library hours. A key may be picked up at the Reedsport Police Department at 124 N. 4th St., by the designated representative. The key must be returned to the Reedsport Police Department after the meeting is over.

Smoking or other use of tobacco is not permitted. No animals are permitted, unless they are service animals. Refreshments may be served within the facility, in the meeting room only. **Alcoholic beverages are not allowed.** Each organization using the meeting room is responsible for setting up the necessary chairs and tables for its own activities, and for restoring the room to its original condition at the conclusion of the meeting. Securing the meeting room and the library front door is the responsibility of the person/group whose name appears on the reservation agreement.

To unlock the door from the inside using the long, allen wrench, push in on the panel marked "PUSH", insert the wrench, and turn until the "PUSH" panel stays depressed. The lights to the conference room and the restrooms are located on the right side of the door entering the room. **IF YOU OPEN ANY WINDOWS, PLEASE MAKE SURE THEY ARE CLOSED AND LOCKED BEFORE YOU VACATE THE ROOM.** At the end of the meeting, please make sure the tables and chairs are put back, room is cleaned up, tables and chairs are clean, Keurig is turned off and unplugged, and the computer and mondopad are shut down, if used. Turn off the lights. Lock the outer door by depressing the "PUSH" panel, inserting the allen wrench key, and turning until the "PUSH" panel releases. **BE SURE THE DOOR IS COMPLETELY LATCHED FROM THE OUTSIDE BEFORE LEAVING.**

Violation of these rules and policies, the creation of a disturbance, or willful damage of any property or equipment, may cause cancellation of an organization's privilege of using the facilities. Each organization is responsible for the cost of repair/replacement of equipment and facility damages due to negligence. Permission to use the facilities may be revoked if there appears to be cause to believe violation of these rules or procedures has occurred.

If you picked up the keys at the Reedsport Police Department, please return them there.

IN CASE OF EMERGENCY, CALL 911 or the Reedsport Police Department at 541-271-2100.

Mondopad: log in as "user" Library wi-fi password: **reedsportlibrary**