

MEETING ROOM POLICY

The Lane Public Library strives to provide the residents of the library district with access to a broad scope and variety of materials, resources, information, services and programs. In keeping with this concept, the citizens of the community are encouraged to use the various library meeting rooms for group meetings and programs.

1. Activities under the direction of the library shall have first priority for the use of the meeting room.
2. No admission, attendance charge, or required donation may be assessed by any non-library group using a meeting room.
3. We encourage community groups to reserve the meeting rooms for non-profit, civic, cultural or educational purposes.
4. Meeting rooms may not be used for social activities, private parties, commercial endeavors or gatherings which advertise a product or service.
5. Scheduling will be done on a first-come, first-served basis. Therefore, the library is unable to guarantee room availability for regularly scheduled meetings. A maximum of 4 meeting room reservations will be accepted up to 90 days in advance.
6. Reservations for the meeting room may be made by phone, but an online application form must be submitted. A request does not secure the meeting room space. You will be contacted by a Lane Libraries staff member 24 – 48 hours after the request submission and will be formally notified as to whether or not the booking can be accommodated.
7. If you are unable to make an upcoming reservation, please call or email to cancel. Three no show/no calls will result in a patron being barred from booking the meeting room in the future.
8. Groups using the meeting room must leave 15 minutes before the library closes.
9. A request for use of space by minors must be made by an adult who will agree to be present and responsible for the meeting.
10. The organization using the room is responsible for any damage or breakage to the premises or its contents by members or guests of the group. The room is to be left in the condition in which it was found, and all trash disposed of in the container provided.
11. The library will not be responsible for loss or damage to any property belonging to the organization or its members and guests.
12. No smoking, vaping or flammable products permitted.
13. Alcoholic beverages are prohibited. Cooking is not permitted in the meeting rooms.
14. The organization is responsible for providing supervision of children accompanying adults attending the organization's meeting.
15. A/V equipment may be requested for use, subject to availability.
16. Meeting room capacities must not be exceeded.
17. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library.
18. The library reserves the right to revoke permission to use the facilities at any time.