

QUALITY OF LIFE

L - Library

COUNCIL POLICY NO. L-1

- TITLE:** USE OF BRANCH LIBRARY MEETING ROOMS
- POLICY:** See attachment.
- REFERENCE:** Library Staff Report dated 7/17/06, Agenda Item No. 3 (c)
(Supplants Library Staff Report dated 5/6/96, Agenda Item No. 7.2.u)

SALEM PUBLIC LIBRARY MEETING ROOM POLICY

Welcome to the Salem Public Library. The Library's meeting rooms may be scheduled by groups and organizations when the rooms are not being used for City activities or library-sponsored events. Articles 5 and 6 of the American Library Association's Bill of Rights serve as the foundation of the Library Meeting Room Policy:

"Article 5: A person's right to use a Library should not be denied or abridged because of origin, age, background, or views."

"Article 6: Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Many community groups use our meeting rooms, and we want groups to enjoy our public meeting spaces. In order for this to work efficiently and conveniently for all, please follow the rules and regulations outlined below:

1. Library-sponsored programs will have preference for all meeting room use. Reservations may be made at the Library administration office, Monday through Friday 8AM to 5PM. Reservations for the West Salem Branch meeting room can be made at the West Salem branch during its open hours or at the Library administration office. Reservations for meeting room space are on a first-come, first-served basis. Reservations may be placed no more than 60 days in advance. **Reservations will only be confirmed when all fees are paid and the Meeting Room Reservation Form is completed and returned.**
2. If a Meeting Room is no longer needed, notification to the Library is required. When the Library is notified in writing of a canceled meeting at least two business days before the meeting's scheduled start time, a refund of 80% of the fee may be requested from the Library's administration office.
3. No activities which are in conflict with national, state or local laws or regulations may be conducted.
4. Groups are encouraged to bring their own audio-visual equipment. Library-owned audio-visual equipment is available for a fee (see fee schedule below); arrangements for equipment use must be made at least two weeks in advance. The Library holds weekly meeting room tours and training on Mondays at 2 PM. To register, contact the Salem Public Library administration office at 503-588-6071.
5. Chairs and tables are available for groups to set up to meet their special needs. A detailed inventory of each room's seating capacity and equipment is attached. Library staff possesses no ability to control or change the temperature of meeting rooms.
6. Meeting rooms must be left in a neat condition. All food containers must be placed in the receptacles provided. A minimum charge of \$25 will be assessed if cleaning the room requires staff time. Groups will be charged at cost if facilities or equipment is damaged.

7. City of Salem Departments may reserve and utilize Salem Public Library meeting rooms at no cost providing the reservation is for official City business, such as in-service training, staff meetings, board and commission meetings.
8. 10% of all gross sales of any kind (admission, books, CDs, raffle tickets, etc.) will be donated to the Salem Public Library.
9. Parking is available in the metered areas of the Library parking facilities and the Pringle Parking structure. Library parking meters are enforced from 8AM to 6PM, Monday through Saturday at a rate established by Salem City Council resolution. At the West Salem Branch, meeting room users should park as close as possible to the branch in the parking lot sharing space with Roth's Hospitality Center.
10. State Law prohibits smoking in public facilities. No alcoholic beverages will be allowed.
11. Please be considerate to library patrons and activities during your time here.
12. Library meeting rooms are not designed for the serving of meals. Intent to serve light refreshments in any meeting room must be denoted on the Meeting Room Reservation Form. Food and beverages are prohibited inside the Loucks Auditorium; refreshments should be served and consumed only in the foyer. Food service should be arranged through the Library café.
13. Do not post flyers announcing location of meetings on Library doors, walls or windows. Flyers may be posted on bulletin boards after approval from the Library administration office.
14. Deviation from the above policies may jeopardize future access to the facilities.

Salem Public Library Meeting Room Fee Schedule

The rental fees for meeting room usage and the use of audio-visual equipment shall be per the Library fee schedule as set by Salem City Council resolution.

Meeting Room	Capacity
Plaza conference room	Up to 20 people
West Salem branch conference room	Up to 30 people
Anderson A or B conference rooms	Up to 40 people each
Anderson A and B conference rooms	Up to 80 people
Loucks Auditorium	Up to 285 people

Meeting Room Inventory

1. Each room is equipped with chairs and tables to meet the seating capacities listed above. The Loucks Auditorium contains 25 chairs and eight tables of various sizes. If more tables and chairs are needed, groups must make arrangements to bring more equipment.

2. The Library has live telephone lines and wired and wireless network connections in all conference rooms. Long distance telephone calls must be made using a pre-paid calling card.
3. The Library has the following equipment available for use in its meeting rooms
 - TV/VCR*
 - Overhead Projector*
 - Opaque Projector
 - Slide Projector
 - Microphones
 - Chalkboard
 - Easel capable of holding flip chart*
 - Video Projector (available in late 2006)

** Also available at the West Salem Branch Meeting Room*

Equipment needs must be communicated to the Library administration office (or West Salem branch staff if booking the meeting room at that location) at least two weeks in advance. If equipment needs are not communicated to the Library, the Library is not responsible for procuring that equipment. AV fees are due before the meeting date. The Library does not provide chalk, flip charts, or markers.

CLOSING CHECKLIST

Before leaving the facility, all groups using the Library's meeting facilities must:

- Clean/wipe tables and chairs.
- Sweep/dust mop floors.
- Place trash in available trash cans.
- Remove all personal items.
- Turn off appliances and electronic devices.
- Any special clean-up costs required will be billed to the user.
- If an evening program, please inform Library staff when you have vacated the meeting room.

It is the expectation that all user groups leave the facilities in clean condition. If the meeting room is not clean upon your arrival, contact Library staff immediately to avoid being charged cleanup costs.

Approved by the Salem Public Library Advisory Board: June 14, 2006

Adopted by Salem City Council: July 17, 2006