* Meeting Room is reserved on a first come first served basis.

**Scappoose Public Library Meeting Room Rules of Use**

* Meeting Room may be reserved a **maximum of three (3) full months** in advance. Longer recurring bookings will be considered on a case by case basis.
* Library programs and library-sponsored events will be given priority. The library reserves the right to cancel or reschedule confirmed reservations for library events.
* Maximum capacity is 75 persons. Library provides up to 35 chairs. Both the meeting room and a restroom are wheelchair accessible. Meeting Room key opens restrooms.
* Library is not responsible for theft or damage to property.
* Light refreshments may be served.
* **No alcoholic beverages of any kind.**
* **No smoking.**
* **Users must remove and take all trash generated by their event off the premises. Users must wipe down chairs, tables, and counters with antibacterial cloths supplied.**
* **All users are responsible for leaving the meeting room clean and in good repair. All users are liable for any damage to any library property.**
* In addition to the rental fee, a cost may be assessed to cover cleaning costs or damages. No one may rent the meeting room if they have unpaid cleaning or damage costs
* A library staff member will confirm that the room is clean and furnishings are in good repair. A check list will be used to determine if the room has been left in good condition.
* In the event of cleaning and/or damages to the room and furnishings, the renter will be liable for the full amount of the damage and/or cleaning.
* If an individual or organization violates any rules or policies, the Library reserves the right to revoke that individual/organization’s use of the meeting room for one year.
* Meeting Room use may also be denied or cancelled for any reason at library director’s discretion, or if library regulations, policies, or applicable laws are violated.

**Adopted by the Board of the Scappoose Public Library September 28, 2017**

**Cancellation Policy**

To receive a refund, a reservation must be cancelled at least 7 business days prior to the date of reservation.

**Key Policy**

Upon receipt of a copy of a key to the Scappoose Library Meeting Room, I agree with all of the listed terms and conditions including:

* To allow NO duplication of meeting room key.
* To report this key lost or stolen within 24 hours.
* To retain exclusive possession of the key. Do not loan key to another party.
* To pay the cost of re-keying the library within 30 days of the loss of a key issued to you. (Including any key that is stolen while in your possession.) The librarian will determine the actual cost and a bill will be prepared for you. Payment is due within 5 working days of receipt of bill.
* Key to be returned immediately upon conclusion of meeting. Key shall be deposited in book drop if library is closed, or returned to the circulation desk if library is open.
* Key must be surrendered immediately upon the request of the library director.