

## Scappoose Public Library Meeting Room Rules of Use

- Meeting Room is reserved on a first come first served basis.
- 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.
- Meeting Room rental fee must be paid the day of reservation
- 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 guns or weapons.**
- **No smoking.**
- **Users must remove and take all trash generated by their event off the premises.**
- **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.
- 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.
- If you are promoting your private event, all promotion must include the phrase "This event is not sponsored by Scappoose Public Library."

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

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### Cancellation Policy

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

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### 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.