

BANDON PUBLIC LIBRARY

MEETING ROOM

“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.” (American Library Association LIBRARY BILL OF RIGHTS)

The Bandon Public Library permits use of the Sprague Community and Logan/Friends meeting rooms for library, civic and community functions, such as:

1. Library sponsored programs.
2. Library organizations, such as the Library Advisory Board and Bandon Library Friends and Foundation (BLFF).
3. City of Bandon functions, as well as meetings and other programs by governmental agencies.
4. Educational, charitable, and cultural programs and events sponsored by local non-profit organizations.
5. Public use.

Permission to use the library’s meeting rooms in no way constitutes an endorsement by the Bandon Library, Library Advisory Board, or City of Bandon, of the policies or beliefs of that group or organization.

MEETING ROOMS AVAILABLE FOR PUBLIC USE:

1. The Sprague Community Meeting Room provides seating for approximately 50 people using chairs alone, fewer if tables are used. This room has no kitchen facilities, only a sink and a countertop. Users must furnish their own cups, napkins etc. Some audio-visual equipment is available for use and must be returned to the closet in the same condition. There is a sign in sheet for recording use of this loaned equipment. This room is separate from the library and can be used when the library is closed.
2. The J. Merle and Lorna Logan/Friends of the Library Meeting Room is located within the library and is available only during the library’s open hours. The room seats 12-15. Water is the only beverage allowed, and food is not permitted.

RESERVATIONS AND FEES

1. Reservations are made on a first come, first served basis, with library and City of Bandon, and Bandon Library Friends and Foundation functions taking precedence over other uses.
2. Fees for the meeting room are due prior to use, after confirmation is received, and must be paid with cash or a check.

3. Any group using the room will be assessed additional charges for damages and/or cleaning costs over and above normal use.
4. The library reserves the right to refuse use of the meeting rooms for damage or non-compliance of rules.
5. Demand is such that no long-term scheduling commitments will be granted to any group or organization. Individual groups may book a room no more than once a month and bookings more than six months in advance are not allowed.
6. The following entities may use the room free of charge: the City of Bandon, the Bandon Library Advisory Board, Bandon Library Friends and Foundation, the County of Coos, and officials of State or Federal government. Non-governmental events sponsored by government officials will be subject to charge.
7. Effective April 1, 2010, charges are: *Sprague Room*: \$40.00 for a 3 hour minimum, \$10.00 per hour thereafter. *Logan/Friends Room*: \$5.00 for 2 hours or less, \$10 for an additional 2 hours with a 4 hour maximum.

APPLICATION FOR USE OF THE MEETING ROOM:

1. Applications for meeting room use are available at the circulation desk.
2. Users are responsible for picking up the key for the Sprague Meeting Room during library open hours, and returning it immediately after the event, either in the library or through the book-drop.
3. Cancellations must be made at least 72 hours before the reserved time in order to receive a refund.

POLICIES GOVERNING MEETING ROOM USE:

1. The meeting rooms may not be used for any purpose that would discourage or interfere with the primary purpose of the library for reading, study, and research. Users of any meeting room will be asked to leave if their behavior is disruptive.
2. Groups using the rooms may not charge participation fees or take donations.
3. Meeting rooms may not be used as a de facto place of business and except for library or Friends of the Library-sponsored fundraising events, may not be used for the immediate point of sale for goods, merchandise, or services. **No commercial activity is allowed.**
4. Permission to use the meeting rooms is not transferable.
5. All activities aimed at minors younger than 18 years must include adult supervision.
6. Tobacco products are not allowed on library property. Alcohol use is subject to city regulations. Contact Bandon City Hall for proper procedures and permits. **THE RENTER ASSUMES ALL RESPONSIBILITY AND LIABILITY FOR ANY CLAIM ARISING FROM OR RELATED TO THE CONSUMPTION OF ALCOHOL IN CONNECTION WITH THE USE OF THE SPRAGUE ROOM.**
7. Users must sign the Library Meeting Room agreement each time they use the meeting room.
8. After each use, groups are responsible for cleaning the rooms and returning it to the original condition. The library reserves the right to bill for rooms left unclean after use.

Caring for the library's equipment and furnishings is the responsibility of the renter and this equipment must be left in the same condition as it was found. The library reserves the right to bill for any damage to the rooms, equipment, or artwork.

9. The library is not responsible for lost or stolen items.
- 10. All advertisements from outside groups must include the disclaimer "This event is not sponsored or endorsed by the Bandon Library." Non-compliance is subject to event cancellation and/or future ability to rent the room.**
11. Use of hazardous materials, including materials that give off fumes or are highly flammable, are prohibited. Open flames are prohibited on library property.
12. Applicant and associated groups agree to release and hold harmless the City of Bandon from any and all liability for any loss, injury, and damages related to, directly or indirectly, the use of the library space.
13. Applicant agrees that the library will not be liable in any manner due to the library's cancellation of an event. In the event of cancellation by the library, every reasonable effort will be made to notify the applicant at least two weeks in advance.
14. Meeting room occupants must comply with all Bandon Library policies. The group booking the room is responsible for managing orderly behavior of attendees.
15. Library staff or representatives may enter the premises at any time on any occasion.
16. The group shall use and occupy the room in a manner which complies with all applicable library, municipal, state, and federal laws, ordinances, and regulations.

Adopted: 2/24/06, revised and approved by the Library Advisory Board 8/16/2022.

Retyped: 1/30/15, 1/28/16, 9/28/16, 7/20/17