WILSONVILLE PUBLIC LIBRARY MEETING ROOM POLICIES AND PROCEDURES

8200 SW WILSONVILLE ROAD, WILSONVILLE, OR 97070 PH: 503-682-2744 FAX: 503-682-8685

FACILITIES AVAILABLE

	Room Size and Capacity			Fees Schedule		
	Square Footage	**Classroom Seating**	**Theater Seating**	**Individual/ Business**	**Non-profit/ Government**	**Local Non-profit organizations serving children**
Rose Room	630	30	50	$40/hr	$10/hr	No charge for first two hours of any room use during library open hours, then $10/hr.
Oak Room – Both sides	1376	60	120	$80/hr	$20/hr	
Oak Room – North Only	512	20	40	$40/hr	$10/hr	
Oak Room – South Only	864	40	80	$40/hr	$10/hr	
Data Projector/ Sound System (Oak Room-South)				$50/use		No charge
Building Monitor (additional fee for time outside of library open hours)				$12/hr		

As of February 1, 2011

GENERAL USE

Any person at least 18 years old, on their own behalf or representing any group or agency, may submit an application to reserve any of the above facilities for up to three months in advance. Completed applications, including all forms, fees, and permits, must be submitted two (2) weeks in advance of the requested date. Exceptions to these policies may be made at the discretion of the Library Director or designated staff.

Rooms are not considered reserved until application is submitted and all appropriate fees paid as determined by authorized library staff. All applications are subject to approval, and approved use agreements are not transferable.

The Library, its affiliates, and/or other City of Wilsonville users will have first priority on space allocation, but the City will make every effort not to displace a reservation already properly made and approved. In the unlikely event a reservation is cancelled, a full refund will be issued. (For further information see the Cancellations/Refunds section of this document.)

Room Availability

Events may be scheduled from 8:00AM to 11:00PM during any library business day. The rooms will not be available for use on recognized holidays observed by the City during which the Library is closed. Events must end early enough to complete cleanup before the end of the reservation. Any time overrun will be billed or deducted from any damage/cleaning deposit at twice the paid rental rate in 30 minute increments, with a $20 minimum charge.

Food and Drink

Food and drink must be prepared in advance. Library meeting rooms are not designed for cooking or preparation. Use of alcohol is not permitted.

Special Uses

Special uses involving music, wall hangings or decorations, the serving of food or drink or other activities liable to entail significant cleanup or risk of damage are subject to the review and approval of the Library Director or designated staff. Full disclosure of such uses must be made on the application. Such uses may require payment of a refundable $100 cleaning/damage deposit.

FEES

Rental Fee

Hourly room rental fees for each room are at the top of this document. Local non-profit organizations directly serving children are eligible to have the rental fees for the first two hours of reservations during Library open hours waived.

Damage/Cleaning Deposit

A refundable damage or cleaning deposit of $100 may be assessed for events at which food or beverages are served or which involve other uses liable to entail significant cleanup or risk of damage.

Building Monitor Fee

A building monitor is required when the library is closed. A fee of $12 per hour will be charged.

RULES AND RESTRICTIONS

- The user is responsible for room setup and takedown, including folding tables into storable configuration and stacking chairs onto carts. A fee of $20/hr will be billed or deducted from any deposit if it is necessary for Library staff to put furniture back in its proper place. Please leave the room exactly as you found it.
  - Cleanup includes wiping table surfaces, tidying restrooms, removing debris from floors and patio surfaces and placing garbage in appropriate containers.
  - Tables and chairs will not be removed from the building without prior approval from the Library Director, except for use on the patio when requested in an approved application.
  - Equipment, supplies or other products belonging to user groups may not be stored in the facility unless placed in a secure area designated by the Library Director.
- Smoking is not permitted anywhere inside the Library building or on the patio.
- Animals are not permitted without specific permission from the Library Director or designated staff.
- Facility users will not attempt to adjust thermostats.
- No access will be allowed to any space not approved on the application during hours when the Library is closed to the public. After hours access includes access to the outer lobby and bathrooms.
- Users will turn off all lights when leaving the facility.
- Open flames (including candles) are prohibited except on chafing dishes.
- Existing wall decorations may not be removed without prior approval of the Library Director or designated staff.
- Posters, charts, banners or easel sheets will be attached only on tack boards installed on the facility walls. No tape, tacks, stickpins, or fasteners of any kind will be applied to or stuck into other surfaces in rooms, doors, or the building lobby.

CHANGES TO RESERVATIONS

Changes made to a reservation on the day of the scheduled event will incur additional fees and require a signed “Room Reservation Change Form” acknowledging the change.

CANCELLATIONS/REFUNDS

If a reservation must be cancelled, notice must be submitted listing the name, address and telephone number of the applicant, and the date of reserved use.

Refunds of hourly and other fees paid will be issued in accordance with the following schedule:

8 or more days prior to the date reserved:	Full refund
7 or fewer days prior to the date reserved:	No refund

The Wilsonville Public Library reserves the right to reschedule, cancel or change facility use arrangements when deemed necessary. The Library also reserves the right to deny or cancel any reservation if there is any misrepresentation of applicant’s non-profit status or other material misrepresentation.