



**P O Box 125   385 W 2<sup>nd</sup> Street   Ione, OR 97843   [www.ionepubliclibrary.com](http://www.ionepubliclibrary.com)   541-561-9828**

## **MEETING SPACE POLICY**

Meeting Space is available at the Ione Public Library to promote the Ione Library District's mission to provide access to the power of information and imagination. Meeting Space furthers the District's mission through enriching lives and encouraging self-education.

Meeting Space is primarily reserved for Library District, District-sponsored, and Topic Club activities. In addition, non-profit, civic, and community organizations, or government entities may use the library Meeting Space without charge for non-commercial uses such as meetings, lectures, or similar activities whenever a conflict does not exist with District activities. Such events must be open to the general public to be eligible for free use of the Meeting Space.

Public Meeting Space use does not constitute District endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Events or meetings will not be publicized in a manner suggesting library sponsorship or affiliation. The District's name, address, email, or phone number may not be used as the contact information for any meeting except that which is sponsored by the District or affiliate groups.

### **Rules on using the Meeting Space**

Space is available to the public on a first-come, first-served basis and may be reserved up to 6 months in advance. In order to allow maximum access to the space, regular weekly bookings are discouraged. Groups wishing to use the Meeting Space may be required to complete a Meeting Space Application of Use if using the Space when the library is normally closed. The representative for any group is responsible for ensuring that the group abides by the terms of this policy and any accompanying rules of use. Violation of these terms may result in denial of future access to the Space.

The representative for any group wishing to book the Space must be a responsible adult over age 21. This person shall assume full responsibility for any injury or damage to District property, building, furnishing, artwork, or equipment that results from the group's use of the facility.

When library Meeting Space is to be used by groups, organizations of students, or others younger than age 18, the following number of adults are required for each age group of children:

- Ages 0-2: 1 adult per 4 children
- Age 2: 1 adult per 5 children
- Ages 3-4: 1 adult per 10 children
- Ages 5-17: 1 adult per 15 children

People attending meetings must make their own provisions for child care and supervision. Children under the age of 10 must not be left unattended in the library.

Users are responsible for setting up chairs or tables. All furniture and equipment must be returned to their original locations.

Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of Library Director or designee. Activities which the Library Director determines would adversely impact the facility or furnishings will not be allowed.

Meeting Space users may put up directional signs slightly before and during the event to direct people to it. However, library staff may remove the signs if they interfere with regular District operations or imply District sponsorship. Such signs must be removed promptly after the event is finished.

The District does not assume liability for personal injuries, nor does it assume liability for damage or theft of personal property which occur as a result of the actions of the sponsors or participants in meetings scheduled in District facilities.

No alcohol is permitted within the facility unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.

Unauthorized reproduction or public display of any material in the Meeting Space is prohibited if it is not covered by a public performance license for the District or the organization or for which a written waiver of the applicable rights has not first been obtained.

The Meeting Space is open for use at any time that does not interfere with regular library hours. However, certain after-hours usage may require additional approval by the Library Director or designee.

Attendance is limited by the maximum room capacity of 20 people. Meeting sponsors and/or organizers are responsible for crowd control.

Exceptions to these policies and rules are at the discretion of the Library Director.