



LIBRARY POLICY

CITY OF TUALATIN

CONFERENCE ROOM AND STUDY ROOM USE

PURPOSE OF POLICY: To clarify rules for the use of the conference room and study room at Tualatin Public Library.

FACTS: Tualatin Public Library provides two rooms for use by groups: a conference room designed to hold up to 10 people, and a study room with a capacity of four people. The Library Community Room is governed by a separate policy and is not addressed in this document.

POLICY: Both rooms are available for non-commercial activities during library open hours. The Library and City Departments may make a reservation further in advance, and for longer duration than the general public.

Meeting Room Rules:

- Advance reservations are available to groups of two or more.
- Reservations may be made up to four weeks in advance.
- Individuals may make a same-day reservation.
- One reservation per day per group.
- A room will be held for 15 minutes past the reserved time, after which the room will be made available for other individuals or groups.
- Rooms are not available when the library is closed to the public.
- The maximum amount of time that a group or individual may use a room is two hours.

Exceptions to these rules must be approved in advance by the Library Manager or designee.

APPROVAL: