



Tualatin Public Library  
18878 Martinazzi Ave., Tualatin OR 97062  
tualatinoregon.gov/library  
503.691.3079 - Reservation Information

## Policies and Procedures for Reserving the Tualatin Public Library Community Room

Persons with disabilities may request these materials in alternative formats. Please contact Nancy Beall at 503.691.3079 with your request and allow as much lead-time as possible.

**Tualatin Public Library's mission is to empower and enrich our community through learning, discovery, and interaction.** In keeping with its mission, the Tualatin Public Library Community Room is available for public use. Please give us a call with questions before completing the permit application.

### Making a Reservation

- All reservations require that a City of Tualatin Facility Use Permit application be completed.
- Fees are payable at the time of application. Reservations will not be held until payment is made.
- Applicants must be 21 years of age or older, meetings must be open to the public, and not for soliciting or conducting business.
- Applications must be submitted at least seven (7) days prior to the desired reservation date.

### Rental Periods

The Tualatin Public Library Community Room is available for general public use during staffed Library hours and is not available for rental on holidays or when the Library is closed. See usage policies. The minimum reservation period is 1 hour. *Please include all hours you intend to use the facility, including set-up time and time for clean-up.*

Monday through Thursday: 9:00 am to 8:00 pm  
Friday through Sunday: 9:00 am to 6:00 pm

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below.

- Class 1:** Activities sponsored by the Tualatin Public Library and/or City of Tualatin. May reserve the Library Community Room up to one **(1)** year in advance.
- Class 2:** Activities co-sponsored by the Tualatin Public Library and/or City of Tualatin. Requires advance approval from Library Director. May reserve the Library Community Room up to one **(1)** year in advance.
- Class 3:** Non-profit 501(c)(3) organizations may reserve the Library Community Room up to three **(3)** months in advance for ongoing or one-time activities. Non-profit organizations must submit proof of current 501(c)(3) status to qualify for the Class 3 rate. The Library Director shall have the discretion to waive or reduce this fee for non-profit organizations engaging in activities serving vulnerable populations (such as people experiencing homelessness, mental illness, trauma, or cognitive or communicative disorders). Fee waiver requests shall be made in writing to the Library Director, who will determine if the non-profit is eligible for a fee waiver and notify them in writing as to whether their request has been granted in part, in full, or denied, including the reason for the decision. Fee for non-profit 501(c)(3) organizations: \$15 per hour
- Class 4:** All other organizations, including religious and political groups, are categorized by resident / nonresident for the purpose of determining rental fees. May reserve the Library Community Room up to three **(3)**

months in advance for ongoing or one-time activities. Fee for Tualatin Residents: \$25 per hour; Non-Residents: \$50 per hour

A resident is defined as:

- A person who resides within the city limits of Tualatin.
- A person who works within the city limits of Tualatin.
- An organization of which 50% or more of the members reside within the city limits.
- An employee of the City of Tualatin.

Final determination of a group's classification will be made by the Library Director.

Extensions of ongoing reservations for Class 3 or Class 4 groups may be made one (1) time per month, but no sooner than two (2) months prior to the expiration of the current reservation.

The City reserves the right to cancel any facility use reservation at any time.

### **Policies for Use of the Community Room**

The primary purpose of the facility is to provide space for Library-sponsored programs and events and other official City of Tualatin activities. When not otherwise scheduled, the room will be available on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use, so long as the individuals or groups abide by the rules governing use of the room.

Use of the Community Room does not constitute or imply the Tualatin Public Library's or City of Tualatin's endorsement or approval of a user's event or activities.

All meetings and programs held by Class 3 and Class 4 groups **must be free and open to the general public.**

Soliciting for, or conducting business is not allowed. No admission fees may be charged or solicited. No promotions or sales of services, products, merchandise, materials, or other items are allowed. Exceptions are made for Library partner organizations.

No donations of money or other property may be solicited. Exceptions may be made for Class 2 groups.

Nothing in this policy shall be construed to prohibit any act protected under the circumstances by the federal or state constitution.

All activities occurring within the Library Community Room must comply with these rules and with the Library Rules. The Library Director shall have final authority regarding use of the Community Room. The Library reserves the right to refuse or revoke a reservation if the program or gathering is disruptive to the Library's normal course of business, is in violation of the adopted Library Rules, or is in violation of this room use policy. Any group asked to leave during an event because of violations of the rules forfeits the rental fee.

The following multimedia equipment is available for public use: ceiling-mounted projector and projector screen. A laptop may be connected using an HDMI cable, which the library can provide. Technical assistance from staff is limited to connecting your device to the projector system. The Community Room has 19 tables and 75 chairs; maximum room capacity is 147. Chair and table set-up and take-down is the responsibility of the renters. Posters, decorations, or other wall hangings may only be attached to the tack boards.

### **Cleaning/Security Deposit**

A cleaning/security deposit is not required. Clean-up includes wiping table surfaces, removing debris from floors, and placing garbage in appropriate containers. The Service Counter sink may be used with advance request and must be cleaned by the renter. A clean-up checklist must be completed at the end of the rental and returned to Library staff.

Any group or individual renting the Library Community Room and found to have caused damage, neglected to leave the room in a clean condition, or violated any Library rule, will be assessed the direct costs to replace, repair, and/or clean damaged or dirty equipment and/or facilities and may be denied a future facility reservation, up to one year.

The Library Director may require comprehensive general liability insurance covering personal injury and property damage, naming the City of Tualatin, its officers, agents, and employees as additional insureds, when it is determined to be warranted, given the nature of the activity, size of the group, and/or the City’s previous experience with a particular group.

**Food and Drink / Beverage**

Refreshments must be prepared in advance. The room is not designed for cooking or preparation of food. No alcohol use allowed, unless event is City-sponsored or co-sponsored.

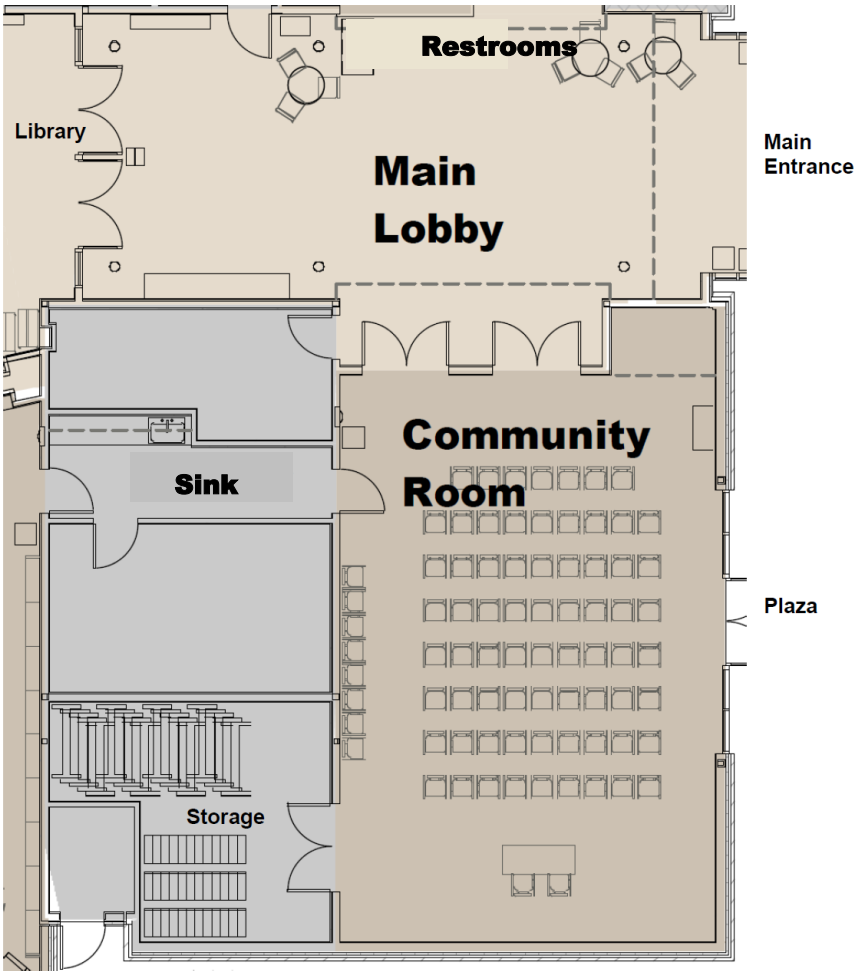
**Cancellations**

A full refund will be given when the Library Director has cancelled a reservation and a reschedule date cannot be accommodated. When a reserving group cancels or reschedules a reservation fourteen (14) days or more before a rental date, the full rental fee will be refunded, less a handling fee. The handling fee for cancellations is \$10.

When a reserving group cancels or reschedules a reservation less than fourteen (14) days before a rental date, no refund of the rental fee is given, unless the facility is re-rented. If the facility is re-rented, the full rental fee, less a \$10 handling fee, will be refunded.

*This policy is approved by Tualatin Library Advisory Committee, December 2022; policy revised May 2025.*

**Community Room Floor Plan**





## Facility Use Permit

Tualatin Public Library  
18878 Martinazzi Ave., Tualatin OR 97062  
503.691.3079 - Reservation Information

**Event Date:** \_\_\_\_\_

Today's Date: \_\_\_\_\_

Individual requesting use / Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone(s): \_\_\_\_\_ Cell / Evening Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ OR Non-profit ID#: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_ Size of Group: \_\_\_\_\_

Rental Start Time: \_\_\_\_\_ am / pm Rental End: \_\_\_\_\_ am / pm

Hours of Event: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Use of projector / projector screen? \_\_Y / \_\_N Use of Service Counter sink? \_\_Y / \_\_N

**Note: Include your set-up & clean-up time in your Rental Start & End Times.  
If group exceeds size stated, the function may be terminated.**

Rental Class	Fee / Hour	# of Rental Hours	Total Fee
Class 2	No Fee		
Class 3	\$15		
Class 4 - Resident	\$25		
Class 4 - Non-Resident	\$50		

I have read the Policies and Procedures brochure on rental of the Tualatin Library Community Room. I agree to abide by the Policies and Procedures, the Library Rules, as well as the ordinances of the City of Tualatin, and I accept responsibility for any violations as they may pertain to the above permits. As renter, I agree to be present for the duration of the rental. I confirm the electronic signature below constitutes my signature.

### For Office Use Only

Fees Paid: \$ \_\_\_\_\_ Method: \_\_\_\_\_

Last 4 digits of CC#: \_\_\_\_\_

Calendar Reserved: \_\_\_\_\_

Refund Amt: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Signature of group representative \_\_\_\_\_