



**City of Tualatin Community Services Dept.**  
*Located at the Juanita Pohl Center*  
8513 SW Tualatin Road  
Tualatin, Oregon 97062-7092  
503.691.3061

**Mailing address:**  
18880 SW Martinazzi Avenue  
Tualatin, OR 97062-7092  
[www.tualatinoregon.gov](http://www.tualatinoregon.gov)

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

**The Tualatin Library is located at 18878 SW Martinazzi Avenue, Tualatin, OR 97062**

Persons with disabilities may request these materials in alternative formats. Please contact the Community Services Department at 503.691.3061 with your request and allow as much lead-time as possible.

**Welcome to the Tualatin Public Library.** We are glad you have chosen our facility to hold your special event. This brochure is intended to provide you with information about the Library Community Room. If you have further questions or need additional information, please give us a call.

### **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.
- Applicants must be 21 years of age or older, meetings must be open to the public, and not for conducting business.
- Applications must be submitted at least seven (7) days prior to the desired reservation date.
- No telephone reservations will be taken since payment must accompany the application.

### **Alcohol Use**

No alcohol use allowed, unless event is City-sponsored or co-sponsored.

### **Rental Periods**

*Please include all hours you intend to use the facility, including decorating or set-up times and time for clean-up.*  
The Tualatin Public Library Community Room is available for general public use\* during Library open hours only and is not available for rental on holidays or when the Library is closed. See usage policies.

Monday through Thursday: 10:00 am to 9:00 pm  
Friday and Saturday: 10:00 am to 6:00 pm  
Sunday: 1 pm to 6:00 pm

For the purpose of scheduling reservations and determining fees, groups will be given 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  
May reserve the Library Community Room up to one **(1)** year in advance.
- Class 3:** Non-profit organizations may reserve the Library Community Room up to three **(3)** months in advance for ongoing or one-time activities. Tualatin Residents: \$10 per hour Non-Residents: \$20 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. Tualatin Residents: \$15 per hour Non-Residents: \$30 per hr

**Multimedia equipment, other than the projector screen, is not available for public use.**  
Chair and table set-up and take-down is the responsibility of the renters.

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.
- A non-profit 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 Community Services Director.

Extensions of ongoing reservations 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\***

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

Soliciting for, or conducting business is not allowed.

For purposes of this policy "solicit for or conduct any business" means:

- Sell or offer to sell any article or service;
- Display goods, or descriptions or depictions of goods or services, with the intent to engage any member of the public in a transaction for the sale of any good or service; or
- Perform or engage in any act with the intent or expectation of receiving payment from any person.

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

### **Cleaning/Security Deposit**

A cleaning/security deposit is not required.

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 Manager 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.

### **Cancellations**

A full refund will be given when the Library Manager has canceled 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.

*(continued)*

Fundraising for charitable purposes is allowed as long as the event is open to the public and complies with the Community Room and Library policies. A Special Event Permit application must be submitted and approved by the Library Manager for any fundraising activity, festival, or special event. Special Event Permits can be found at the Community Services office located at the Juanita Pohl Center or online at <http://www.tualatinoregon.gov/forms>.

Multimedia equipment, other than the projector screen, is not available for public use.

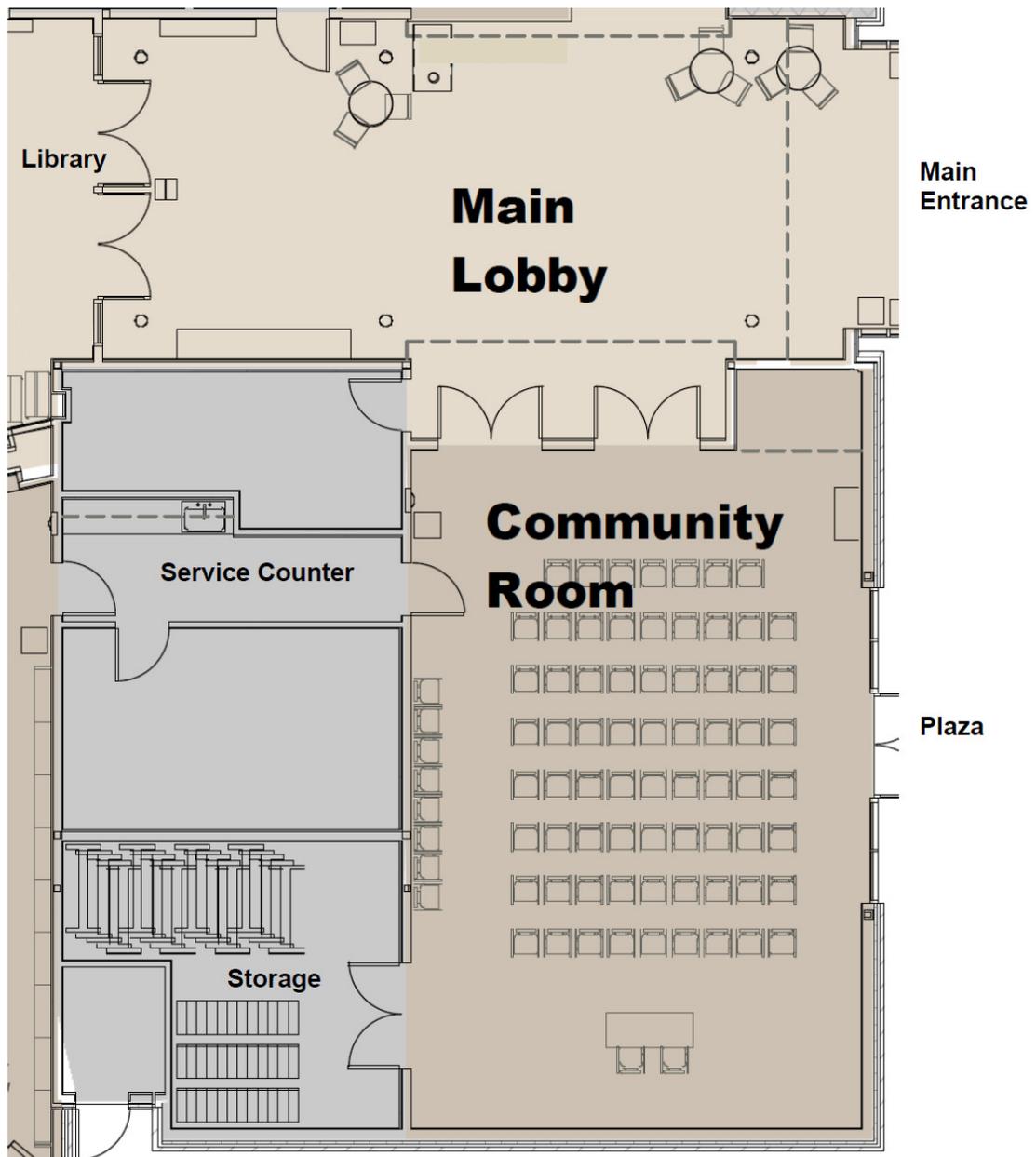
The Community Room has 19 tables and 75 chairs, maximum capacity is 147.

Chair and table set-up and take-down is the responsibility of the renters.

The Service Counter may be used and must be cleaned by the renter.

All Library Rules of Conduct, Tualatin Municipal Code 5-1, apply to activities occurring within the Library Community Room.

## Community Room Floor Plan





# Tualatin Public Library Facility Use Permit

Tualatin Public Library  
18878 SW Martinazzi Ave.  
Tualatin, OR 97062-7092  
Phone 503.691.3074 *library information*  
503.691.3061 *reservations*

*City of Tualatin*

Event Date

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

Organization/Individual requesting use: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

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

Email Address: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Classification (see policies):

\_\_\_\_\_

Hours of Event: from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm Size of Group: \_\_\_\_\_

Number of cars anticipated: \_\_\_\_\_

**Fees:** The rates shown below are hourly rates. Reservations must be made for a **minimum of one hour**.

<u>Facility</u>	<u>Max Capacity</u>	<u>Classes 1 &amp; 2</u>	<u>Class 3</u>		<u>Class 4</u>		<u># of Hours</u>	<u>Fee</u>
			Res/	Non-Res	Res/	Non-Res		
Library Community Room	147	No fee	\$10	/\$20	\$15/	\$30	x _____ hrs	_____

**Total Building Rental Fee: \$ \_\_\_\_\_**

I have read the Policies and Procedures brochure on rental of the Tualatin Public Library Community Room. I agree to abide by the Policies and Procedures 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.

\_\_\_\_\_  
Signature of group representative or individual

### For Office Use Only

Fees Paid: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Date Fees Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

Refund Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Copy to Library \_\_\_\_\_ Calendar \_\_\_\_\_