



# LIBRARY POLICY

## CITY OF TUALATIN

### MEETING ROOM USE POLICY

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**POLICY:** Meeting rooms are available for non-commercial activities during library open hours, when not in use for Library activities.

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

#### **Meeting Room Rules:**

Groups of two or more may make advance reservations for any room. Individuals may make advance reservations for the study rooms. Rooms are not available to the public when the library is closed.

- Reservations may be made up to four weeks in advance.
- One reservation per day per group or individual.
- A room will be held for 10 minutes past the reserved time, after which the room will be made available for other individuals or groups.
- When rooms are not reserved, use is on a first-come, first-served basis.
- The maximum amount of time that a group or individual may use these rooms is two hours per day.
- The Library and City Departments may make a reservation further in advance, and for longer duration, than the general public.

Use of a meeting room does not constitute or imply the Tualatin Public Library's or the City of Tualatin's endorsement or approval of the viewpoints expressed by participants in the meeting.

Meeting rooms shall not be used in any way that interferes with regular library access, services, and operations or which causes a threat to the safety of Library employees, patrons, or property. Meeting room users must follow the Library Rules.

The Library is not responsible for accidents, injury, loss, or damage to the private property of the individual or group using a meeting room.

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

**APPROVAL:** This policy is approved by Tualatin Library Advisory Committee January 2013; updated February 2017; updated June 2021.