



# LIBRARY POLICY

## CITY OF TUALATIN

### MEETING ROOM USE

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**PURPOSE OF POLICY:** To clarify rules for the use of the meeting rooms 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:** These rooms are available for non-commercial activities during library open hours, when not in use for Library activities. The Library and City Departments may make a reservation further in advance, and for longer duration, than the general public.

#### Meeting Room Rules:

- Groups of two or more may make advance reservations for any room.
- Individuals may make advance reservations for the study room.
- 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.
- Rooms are not available when the library is closed to the public.
- The maximum amount of time that a group or individual may use these rooms is two hours per day.
- 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 Manager or designee.

**APPROVAL:** This policy is approved by Tualatin Library Advisory Committee February 7, 2017.