



LIBRARY POLICY

MEETING ROOM USE

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 with a capacity of 10 people, and two study rooms with a capacity of four people. The Library Community Room and the Makerspace are governed by separate policies and are not addressed in this document.

Meeting Room Rules:

Groups and individuals may make advance reservations for the meeting rooms. Rooms are not available to the public when the Library is closed.

- Reservations may be made up to four weeks in advance.
- One room use per day, of up to two hours, 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.
- Users are expected to leave the room at the end of their use, which may not exceed two hours.
- Extensions must be approved in advance by the Library Director or Public Services Manager.
- Children under 10 years old may not use meeting rooms without a responsible caregiver present.
- 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; updated November 2024.