

MEETING ROOM

The meeting room in the Hermiston Public Library has the primary purpose of serving the needs of library programming, events and activities. As the library does not use this room all of the time, the community is welcome to use the Meeting Room as it is available.

The following rules are established to create a useful community space in keeping with the mission of the Library. These rules do not apply to the City of Hermiston, nor the Friends of the Hermiston Public Library. Other exceptions may be made with the endorsement of the Library Director. Room capacity is 73.

Scheduled meeting room use.

- I. Room Scheduling:
 - a. Use will be scheduled on a first come first served basis.
 - b. Reservations may only be scheduled 3 months in advance.
 - c. Meeting will not be scheduled within 1 hours of existing reservations
 - d. All requests for use will stipulate if food or beverage are served require a security deposit.
 - e. Use will be scheduled to end ½ hour before established closing times
 - f. Meeting room use is only available on days the library is open
 - g. Access before open hours Monday through Friday will be no earlier than 8:15 am.
- II. Library facilities are available for private use, non-profit, government, educational, professional, or informational programs.
- III. No commercial use of the facility is allowed.
- IV. User is responsible for any desired set up and clean up afterward. All tables and chairs must be returned to the configuration that they were in upon arrival. The meeting room and adjoining hallways used must be left in the same condition in which they were found.
- V. Use of the meeting room is for limited-series meetings, regular meetings are discouraged.
- VI. Use of library facilities shall not interfere with library activities.
- VII. Pamphlets and other printed or audiovisual materials may be distributed only within the room scheduled by the applicant, not in any other parts of the library building or grounds.
- VIII. Publicity for any event to take place at the library must not imply Library sponsorship nor endorsement. Any publicity to be posted within the Library will comply with the Bulletin Board Policy.

- IX. Users must provide and operate their own audiovisual equipment. Users must secure licensing rights for any copyrighted programming to be used.

- X. Prohibited in the meeting room
 - a. Do not consume alcohol, or be intoxicated.
 - b. No open flames (No Birthday Candles).
 - c. Activities which might reasonably be expected to result in physical damage to the building, its contents, or the grounds
 - d. Sales or solicitation in library building, or on library grounds
 - e. No storage of private items is available.

- XI. Users of the Meeting Room agree to pay cleaning costs or damage repair should it be determined that those costs are attributable to the party's use of the facility. For those who have a security deposit costs will be deducted prior to any reimbursement.

- XII. Refunds of deposits.
 - a. Deposits are refunded in full for all canceled events.
 - b. Deposit refunds may take about two weeks.