

Klamath County Library Service District – Community Meeting Rooms Policy

Purpose

The purpose of this policy is to establish rules and regulations for the use of the community meeting and study rooms within the confines of the Klamath County Main Library

Library Community Meeting Rooms

The Main library has three community meeting rooms:

- A. Program Room:
 - Maximum of 50 people
 - Events held in this room must be agreed upon in advance with library staff and be free.
 - Events must follow the **KCLSD Programming Policy**.
 - **This room is for group events only.**
- B. Small Meeting Room: Maximum of 5 people
- C. Study Room: Maximum of 3 people

Community meeting rooms are available on a non-discriminatory, equal basis in compliance with local, state, and federal laws. No activities that conflict with the Klamath County Library Service District's Rules of Behavior or with local, state, or federal laws or regulations are allowed.

Only adults may book a community room.

Priority for room use is for Library programs and Library-sponsored programs. There is no time limit on how far in advance Library programs, Library operations, and Library-sponsored programs/events may be scheduled. The Library reserves the right to reschedule or cancel confirmed meeting room reservations to accommodate Library programs.

The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Klamath County Library Service District's Rules of Behavior.

Community meeting rooms are not available for commercial use. Community meeting room use may not result in financial gain for the meeting's organization or its members. No money may be exchanged in community rooms. Solicitations and the selling of products or services are prohibited.

Meetings organized by campaign committees or groups designed specifically to promote or oppose candidates or ballot issues are not permitted.

Meetings at which candidates will discuss current election issues are permitted provided the meeting is hosted by a non-partisan, non-profit organization and that all candidates for the same office have been invited.

Meetings held by elected officials to gather community input or communicate with their constituents are permitted.

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Community meeting rooms are available only during the Library's open hours.

In the event of a Library building emergency or weather-related emergency, the Library reserves the right to cancel the reservation without notifying the contact person.

Groups holding meetings must in no way affiliate themselves with the Library, either through written publicity, signage, or verbal statements. Any publicity for the meeting must include the statement "This is not a program sponsored by or affiliated with Klamath County Library." Any contact information in publicity for the meeting must be that of the organization hosting the meeting.

Groups must designate an age level for their meetings and indicate it on their application forms and on any publicity materials.

Library staff will refer questions about the organization or group, other than the day and time of the meeting, to one of the contact persons named on the application.

Library Administration is the final authority in granting or refusing permission for the use of the meeting room.

Reservation

The Study Room and Small Meeting Room can be reserved up to 30 days in advance in person, online, or over the telephone. Registrants may reserve one room per day for a maximum of two hours per day. If there are no other reservations, additional hours are available subject to staff discretion. Registrants are able to create a total of six room reservations per calendar month.

The Program Room can only be reserved via phone or in-person with a designated staff.

Registrants must check in at the Reference desk with their Klamath County Library card or photo ID before their reservation time. Reservations will be held for fifteen minutes past the reservation time before the room is released to another user.

Community Room Behavior

1. Community meeting rooms must be vacated fifteen minutes prior to Library closing.
2. Adults must supervise groups of users under 18 at a ratio of one adult per every five users under 18.
3. The Library will not assume responsibility for anything left on the premises. Furniture, equipment, and supplies may not be stored on Library property.
4. Library-owned equipment may be requested on the community room application. Users using such equipment assume financial responsibility for any damage to, or theft of, equipment in their possession.
5. Groups using community rooms are expected to conduct their proceedings in a quiet, orderly manner.

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6. Groups using the room are responsible for reasonable care of the room and will be held responsible for any damage and the general condition of the room following use.
7. Chairs and tables are provided. Special arrangements of tables and chairs should be requested on the application form.
8. Use of the meeting room may be terminated at any time if the conduct of the group or any member of the group is disruptive or harmful to the facility, Library materials, furnishings, or other individuals.
9. Failure to observe these rules may be the basis for denial of all future use of the Library meeting rooms by the group, organization, or individuals.

Program Area Use by Other Government Agencies, (e.g. City, County, State and Federal)

The library makes its community rooms available for use by other government agencies, or their contractors, when possible. Library and county programs and sponsored events have priority for use of program room space, and demand for program room space may also affect how frequently library program rooms are available to other government agencies.

Use by other government agencies is subject to the above rules, with some exceptions:

- Another government agency, or contractor working on behalf of a government-funded agency, that has requested space inside sixty (60) days of the desired use date, shall be considered confirmed for the use of the space. Should it become necessary to accommodate library programming after such a booking is made, the library reserves the right to move the program to a space in the library other than the one initially requested.
- Programs booked by other government agencies do NOT have to be open to the public.
- If the public will attend a program, the program rooms are available to other government agencies during hours when the library is open and such programs must end 15 minutes prior to the library's closing time.
- Agencies holding programs open only to their own staff may be approved to use the program room during hours the library is staffed but not open to the public.
- An agency that wishes to use a library program room during hours the library is not staffed will be referred to the Library Director in order to consider possible arrangements.