

McMinnville Public Library Meeting Room Policy

In order to keep our meeting room free for groups to use and ensure that the programs we host will support the mission and purpose of the Library, outside groups must fill out the following application.

- One-time programs or monthly reoccurring community programs that are **free, open to the public, and educational** qualify for the use of the Carnegie Room. The purpose of the event must not be to sell or promote a product or program.
- In all cases, Library events take priority. Library staff will give prior notice if the Library needs a group to move or cancel a meeting.
- All meeting room groups and users must follow the McMinnville Public Library Code of Conduct, as well as local, state, or federal laws and regulations.

Rules of Use

- **The use of the Carnegie Room shall conform to all local, state and federal laws.** State law prohibits smoking in all public facilities.
- For outside groups to use the Carnegie Room, a representative for that group with a valid library card may need to check out a key from the Library Circulation Desk. The room needs to be locked securely at the end of the program and the key must be returned to the Circulation Desk or in the Library book drop at the end of the meeting.
- Meetings must end by Library closing hours unless otherwise arranged with Library staff ahead of time. All meetings must end by 8:00 pm to allow the Library custodial staff to clean the room.
- Groups using the room will be responsible for set-up and for returning the room and equipment to its original configuration. Groups should not remove or rearrange fixtures or decorations in the room.

- Users are responsible for cleaning up and for any damage to Library property or facility. The Library may charge for damage and cleaning. The Library assumes no responsibility for personal belongings.
- The Library expects users to be considerate of library patrons and activities. Library staff has the authority to terminate any meeting that disrupts library operations.

Deviations from the above policies will jeopardize future access to the facilities.

Room capacity: 100 people total.

Publicity: Outside community programs that take place in the Carnegie Room will be listed on the Library's print and online monthly calendars. Your group is responsible for creating flyers and print advertisements and publicizing your event online and through social media.

Flyers can be submitted electronically to Diane McMillen at diane.mcmillen@mcminnvilleoregon.gov for posting within the Library building, space permitting.

Contact and Cancellations:

Please give the library as much advance notice as possible for program cancellations.

Children's Programs

Kimbire Hanson-Rodriguez at kimbire.rodriguez@mcminnvilleoregon.gov.

Teen & Adult Programs

Diane McMillen at diane.mcmillen@mcminnvilleoregon.gov or 503-435-5551.

McMinnville Public Library Carnegie Room Agreement

Event name: _____

Event description:

Event date, start and end time: _____

Setup time: _____

Anticipated number of attendees: _____

Contact name: _____

Contact phone: _____

Contact email: _____

Equipment needed (check all that apply):

- Projector & Screen
- Microphone
- Tables
- Chairs

I have read and agree to the McMinnville Public Library Carnegie Room Policy.

Signature

Date