

COOS BAY PUBLIC LIBRARY

MEETING ROOM POLICIES

CEDAR ROOM AGREEMENT

The Cedar Room is available free of charge for public use as a shared community benefit. It is not available to groups conducting sales or charging fees to the general public. The library provides basic cleaning, maintenance and furniture arrangement as a service to the community and depends on users of the room to help in keeping the room clean and in excellent condition for all to enjoy. Please care for the room as you would any home in which you are a guest.

Scheduling:

The Cedar Room is in high demand so reservations will not be accepted on a continuous basis unless specifically approved by the Library Director. Reserving a room and not showing up to use it without cancelling the reservation may result in restriction on future reservations.

Equipment Available:

- Large screen television that can be used with laptops and DVD players
- White board

Cleanup and Damages:

No cleaning fees or deposits are charged, but the responsible party will be billed for any loss, damage, or excessive cleaning at cost to cover the extra expense to the library. Food and beverages can be consumed but the kitchen is not available. Please dispose of all debris in the waste containers. The user must remove overflow trash from the premises. The library is not responsible for lost or stolen items. Applicants using the room are responsible for any loss or damage to the library premises, equipment, or furnishings occurring during the applicants use. The responsible party will be billed for any loss, damage, or excessive cleaning at cost to cover the extra expense to the library.

Keys:

Meetings scheduled to begin or end outside of library open hours will require a key check out. Groups are responsible for checking out the key during open hours prior to the meeting time. A valid Coastline card is necessary to check out keys. Please return keys immediately following room use to library staff during open hours or through the outside book drop during closed hours. There is no key deposit but there is a \$100 charge for unreturned keys. Keys will open the interior meeting room as well as the exterior door to the right of the main entrance.

General Policies:

- No Smoking or use of flammable materials in the building.
- Alcohol is only permitted after regular library hours and with special board approval. Service must meet the requirements of the City of Coos Bay.
- Applicants are responsible for limiting room occupancy to the posted number of people as required by fire regulations.
- No tacks, nails, or adhesive tape in or on doors, walls or furniture.
- If the room is needed for library purposes, a reservation can be cancelled with at least two weeks' notice.
- Advertising for the scheduled room usage must not imply that the library or City of Coos Bay is sponsoring or endorsing the meeting or group.
- Use the Bennett Street parking lot for meeting parking.

Important Reminders:

- Before leaving, check the room, lobby, and restrooms for people and left behind items.
- Lock and secure all doors.

MYRTLEWOOD ROOM AGREEMENT

The Myrtlewood Meeting Room is available for public use as a shared community benefit. The library provides basic cleaning, maintenance and furniture arrangement as a service to the community and depends on users of the room to help in keeping the room clean and in excellent condition for all to enjoy. Please care for the room as you would any home in which you are a guest.

Room Fees:

Rental fees are to defray a portion of the operation and maintenance of the meeting room and presentation equipment. The fees are payable in advance unless billing is prearranged. The room is free of charge for City of Coos Bay use.

3 hours - \$90.00 (base rate)	6 hours - \$180.00
4 hours - \$120.00	7 hours - \$210.00
5 hours - \$150.00	8 hours - \$240.00 (max. daily charge)

Scheduling:

Scheduled hours need to include set-up and clean-up time. Reservations cannot be on a continuous basis unless specifically approved by the Library Director. Rental fees may be refunded if cancellation is made at least 48 hours prior to scheduled use.

Cleanup and Damages:

Basic cleaning is included in the room rental fee without additional charge. Please dispose of all food and debris in the waste containers provided. Wipe counters and tables and leave the room in good condition. The user must remove overflow trash from the premises.

Please remove any outside equipment or displays at the end of the meeting. The library is not responsible for lost or stolen items. Applicants using the room are responsible for any loss or damage to the library premises, equipment, or furnishings occurring during the applicant's use. The responsible party will be billed for any loss, damage, or excessive cleaning at cost to cover the extra expense to the library.

Keys:

Meetings scheduled to begin or end outside of library open hours will require a key check out. Groups are responsible for checking out the key during open hours prior to the meeting time. A valid Coastline card is necessary to check out keys. Please return keys immediately following room use to library staff during open hours or through the outside book drop during closed hours. There is no key deposit but there is a \$100 charge for unreturned keys. Keys will open the interior meeting room as well as the exterior door to the right of the main entrance. There is a separate key for kitchen use.

General Policies:

- No Smoking or use of flammable materials in the building.
- Alcohol is only permitted after regular library hours and with special board approval. Service must meet the requirements of the City of Coos Bay.
- Applicants are responsible for limiting room occupancy to the posted number of people as required by fire regulations.
- No tacks, nails, or adhesive tape in or on doors, walls or furniture.
- If the room is needed for library purposes, a reservation can be cancelled with at least two weeks' notice.
- Advertising for the scheduled room usage must not imply that the library or City of Coos Bay is sponsoring or endorsing the meeting or group.
- Use the Bennett Street parking lot for meeting parking.

Important Reminders:

- If the kitchen was used make sure stove and oven are off and coffee pot is unplugged.
- Before leaving, check the room, lobby, and restrooms for people and left behind items.
- Lock and secure all doors.