

15 WILLAMETTE AND MAGNOLIA MEETING ROOMS

15.1 USE OF ROOMS

The Willamette Room (capacity: 50) and the Magnolia Room (capacity: 12) of the Canby Public Library are designed to meet general informational, educational, cultural, and civic purposes. Permission may be granted for the following uses with priority given in the following order: Programs administered or sponsored by The Canby Public Library; City of Canby sponsored activities, Friends of the Canby Public Library and The Canby Public Library Foundation. Exceptions can be made on a case-by-case basis. A library program is defined as any event which promotes library purposes and involves staff in the organization, promotion, presentation or payment of presenters.

- Any person at least 18 years old, on their own behalf or representing any group or agency, may submit a reservation request to reserve the Willamette or Magnolia room. At least one adult age 18 or older must be present when youth groups use the meeting or conference rooms. Reservations may be made online on the library website <https://www.canbyoregon.gov/library/reservations/month>.
- Applicants must acknowledge that they understand and will ensure compliance with all meeting room policies. The Library Director, or designee, will review and approve or deny all reservation requests based on the Public Use of Meeting Room rules. When in doubt, the request will be referred to the city administrator, or designee, for consultation. Any applicant denied the use of a library meeting or conference room may appeal the denial in writing to the city administrator. The city administrator, or designee, will review the request and respond to the applicant.
- The Willamette Room and the Magnolia Room are available free of charge.
- The Library, its affiliates, and/or other City of Canby users will have priority on space allocation. In the event of unforeseen conflicts in Library or the City of Canby scheduling, it may be necessary to cancel a reservation. If so, a library representative will notify the applicant as soon as practicable. The library will make every effort not to displace a reservation already properly made and approved.

15.2 HOURS OF USE

The Willamette Room and Magnolia Room are both available for reservation during library open hours and must be vacated 15 minutes prior to closing.

15.3 RESTRICTIONS/LIMITATIONS

- Approved reservations are limited to one per month per group. Advance scheduling is limited to 3 months out from the date of the submitted reservation request. Applicants may have two active requests at any given time.
- The library is committed to being non-biased and neutral towards all groups. We do not advocate for, or endorse, the viewpoints expressed in meetings by meeting room users. While groups will not be excluded based on their views or content of their meeting, we do require that the volume be kept at a reasonable level as to not disturb staff or other patrons using the library. Furthermore, meeting room users may not harass, disrupt, approach or solicit other library users.
- Except for library programs, signage pertaining to the event can only be displayed in the library no earlier than 15 minutes prior to the event and must be kept within the Willamette or Magnolia Room or on the door.
- Library meeting rooms are not designed for cooking or food preparation. Light refreshments may be served but groups may not cook or prepare food on library property.
- Special uses involving music, wall hangings or decorations, the serving of food or drink or other activities liable to entail significant cleanup or risk of damage are subject to review and approval by the library director or designated staff. Full disclosure of such uses must be made on the reservation request.
- The library will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers. Usage of any library phone number as a contact phone number for the meeting/event scheduled, including but not limited to written, verbal, or internet, to promote the event is prohibited.
- In publishing a meeting to be held in a library meeting or conference room, the sponsoring group must be clearly identified. Groups may not imply library sponsorship of their program or organization in their publicity. Any printed or electronic publicity or marketing materials that include the library's name and address must include the disclaimer "This event is not sponsored by the Canby Public Library or the City of Canby Oregon."
- The Canby Public Library reserves the right to reschedule, cancel or change facility use arrangements when deemed necessary. The library also reserves the right to deny or cancel any reservation if there is any misrepresentation of the applicant's non-profit status or other material misrepresentation.
- Exceptions to these policies may be made at the discretion of the Library Director or designated staff.
- A reservation for the Willamette Room or The Magnolia Room does not include additional areas. Meeting rooms, lobby, and parking lot are monitored by audio and video security cameras. There is no expectation of personal privacy in these areas.

- Failure to abide by these conditions may result in removal, denial, cancelation of the reservation or future services.

15.4 TERMS AND CONDITIONS

Terms and Conditions for use of Canby Public Library Community Room the Canby Public Library will be referred to as “CPL” and the person designated as the “Responsible Person” will be referred to as the “USER.”

- If a reservation must be canceled, CPL expects the “Responsible Person” and USER to inform the Canby Public Library staff as soon as possible.
- USER agrees to be responsible for the conduct of event participants in and about the building and for any and all damages beyond ordinary wear caused by or related to USER’s occupancy. All groups, clubs, entities or individuals using a library meeting room must comply with these rules and with the Behavior Rules Governing the Use of the Canby Public Library. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.
- USER is responsible for ensuring that attendance at its meetings does not exceed the maximum occupancy for the meeting or conference room as set by the Fire Marshal and as agreed upon in your application.
- No admission fees may be charged or solicited. The use of the room for fundraising is prohibited. No solicitation of money or other property may be collected for the user from the audience. No promotions or commercial sales of services, products, merchandise, materials or other items are allowed. The Constitution of Oregon, Article XI, Section 9, precludes a government agency like the library from providing financial aid to private enterprise absent a clear public purpose.
- Sales of services, products, merchandise, materials or items or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the Friends of the Library or the Library Foundation, are permitted.
- Commercial use of library meeting rooms is generally not permitted. However, a commercial entity or professional practitioner may use a library meeting room to provide an educational program open to the general public related to his or her field of expertise. In such a case, an educational opportunity offered by an expert provides benefit to the public. During such a program, no attempt may be made to sell, at the time of the program or in the future, a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not

solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.

- The library is not responsible for theft of or damage to property brought into a library meeting room.
- No alcoholic beverages, illegal drugs, smoking, vaping, use of tobacco, e-cigarettes or cannabis are allowed in the library or grounds at any time. Failure of anyone within the group to comply will cause an immediate request to leave the facility and grounds.
- Firearms are not permitted anywhere in the property unless authorized by law. Further, the leaving or not securing dangerous weapons or other hazards (jeopardizing the safety of patrons or employees) will result in an immediate request to leave the facility and grounds.
- USER is responsible for returning the building to a clean and orderly condition after use.
- Cleanup includes wiping table surfaces, removing debris and placing garbage in appropriate containers. Folding tables returned into storable configuration and stacking chairs onto carts.
- Open flames (including candles and incense) are prohibited.
- Music or other audio must be limited in volume so as to not disturb other library users.
- Tables and chairs cannot be removed from the building.
- Animals are not permitted except service animals or part of a pre-established program (i.e. Police canine program).
- Facility users will not attempt to adjust thermostats.
- Equipment, supplies or other products belonging to user groups cannot be stored in the facility.
- Existing wall decorations may not be removed.
- Posters, charts, banners or easel sheets will be attached only on tack boards installed on the facility walls. No tape, tacks, stickpins, or fasteners of any kind will be applied to or stuck into other surfaces in rooms, doors, or the building lobby. Only with prior approval may groups post signs in library approved locations.
- USER is responsible for any damage to the building or building equipment caused by or related to his/her use of the facilities. USER agrees to report damages to the Canby Public Library in writing as soon as practicable.

16 LILAC AND IRIS STUDY ROOMS

16.1 PURPOSE OF ROOMS

The Iris (capacity: 4) and Lilac (capacity: 6) study rooms are available for study and conferencing purposes by individuals and by small groups. Study room use is free of charge and reservations are made on a first-come, first served basis.

16.2 RESERVATIONS

- Reservations may be made online on the library website <https://www.canbyoregon.gov/library/reservations/month>. Rooms are not considered reserved until the reservation request is submitted and approved by authorized library staff.
- Rooms can only be reserved during open hours. Early access to rooms before library open hours is not permitted.
- Rooms are to be used for non-commercial activities (tutoring or educational purposes are an exception).
- The room is limited to one group or user for up to 4 hours max. per day.
- Same day reservations for individuals or groups are allowed if available.
- Room will be held 30 minutes past reservation time then released. If the room is still available and the user shows up later, they can make a same day reservation (calendar permitting).
- Library related, or other meetings may be scheduled longer at the discretion of the library director or designee.

16.3 HOURS

The Lilac and Iris study rooms are available during library open hours.

Study rooms close 15 minutes prior to closing.

16.4 SAME DAY RESERVATIONS

- Reservations may be made online on the library website <https://www.canbyoregon.gov/library/reservations/month>.

16.5 RESTRICTIONS

- Prepackaged or sealed snacks are permitted in the study rooms. Lidded beverages are also permitted.
- The room must be left in the same order as it was when entered.