

CITY of LA GRANDE

F. Maxine and Thomas W. Cook Memorial Library

Colleen F. Johnson Community Room

**Policies, Guidelines and Fees
Effective December 2, 2015**

Section 1. APPLICANTS

The Colleen F. Johnson Community Room (hereinafter referred to as "Community Room" or "Room") within the F. Maxine and Thomas W. Cook Memorial Library (hereinafter referred to as "Library") is available for programs of an informational, educational, cultural, civic, or social nature. When considering reservation applications for use of the Community Room, Library staff shall abide by the City of La Grande's nondiscrimination policy on the basis of race, creed, color, sex, age, national origin, or disability.

Section 2. PROHIBITED USES

Programs which interfere with the Library's operation by causing excessive noise, safety hazards, or security risks.

Section 3. FEES

The Community Room shall be made available according to the following fee structure:

- a. \$25 per use (non-refundable) plus a refundable \$10 key deposit will be charged.
- b. \$150 per use, regardless of length of time used, for private parties, entrepreneurial programs, and government, private, and nonprofit programs for which participants or audiences are charged.
- c. The applicant will be billed when damages occur to the Community Room that require cleaning, maintenance or repair of the Room that surpass routine maintenance. The individual or organization, including government agencies, shall be billed for the cost of restoring the room to its original state. Examples: beverages or food spilled on the floor; marks on or holes in the walls; damage to furniture and equipment, including restrooms and other areas to which the individual or organization has access during the use of the Room.
- d. The Community Room may be scheduled on an impromptu basis when unoccupied at the time of the request. Compliance with Section 3. FEES is required.
- e. Small groups may choose to use one of the other smaller meeting rooms within the Library, which do not require reservations in advance.
- f. Library-sponsored events may make sales or fundraise e.g., author presentations, gala library events. Proceeds will go to the library's Grants and Donations fund line.

Section 4. RESERVATIONS

- a. All reservations shall be made by Library Staff.
- b. Applicants are encouraged to submit a reservation application at least two (2) business days in advance.
- c. Library Staff should be notified at least two (2) business days in advance of a cancellation, or future use may be prohibited.

- d. Groups whose members are under the age of eighteen (18) must be accompanied by at least one (1) adult chaperone for each ten (10) participants.
- e. Library Staff reserve the right to limit reservations so that other individuals or groups have access to meeting space.
- f. Library Staff reserve the right to cancel a reservation with reasonable notice to an individual or group.

Section 5. APPLICATION PROCESS

- a. Once a year, a reservation application must be completed. Applicable fees must be paid in advance of each use. Checks must be made payable to the City of La Grande. If payment is made by check, the name of the individual or organization submitting the application must be imprinted on the face of the check.
- b. A representative of an individual or group must read and sign a copy of the Colleen F. Johnson Community Room Policies, Guidelines, and Fees; complete the reservation application; and submit the applicable fee at the same time the application for use is submitted. Since the representative commits the individual or organization to abide by this Policy and assume responsibility for any damages to the Room, the representative should be someone whose standing in the organization carries such authority.
- c. In order to avoid situations in which the Library Staff become involved in answering questions about or registering interested parties for a particular event, the name(s) and phone number(s) of the individual and/or group making a particular reservation will be provided by Library Staff to anyone inquiring about the scheduled event.

Section 6. COMMUNITY ROOM KEY/AFTER PUBLIC BUSINESS HOURS USE

- a. Library Staff will pay particular attention to proposed use of the Room after the Library is closed to the public, making sure that adequate supervision of Community Room activities is provided.
- b. The key to the Community Room will be available no more than 24 hours prior to any event. The key must be returned to staff at the checkout desk during the next regular set of library hours in order to receive a key deposit refund. Meetings held on Sunday or Monday should pick up a key on Saturday. Occasionally, a key may be available on Friday. Please call the library before coming in on Friday.

Section 7. CITY COUNCIL of the CITY of LA GRANDE

- a. The La Grande City Council has a perpetual reservation in the Colleen F. Johnson Community Room for its annual Budget Hearings; typically, but not always, scheduled for the first full week in May of each calendar year. In addition, if the Council anticipates a particularly-high attendance at any regularly-scheduled meeting of the Council, the Community Room may be used for that event. If another individual or group has already reserved the Community Room on the date in question, that individual or group shall be offered the use of the Council Chambers in City Hall.

Section 8. ROOM ARRANGEMENT

- a. All individuals or groups are responsible for room arrangement and for leaving the Room, lobby, kitchen, and restrooms in their original states.
- b. A checklist of reminders concerning clean up of the Community Room shall be posted in the Room.

Section 9. PROMOTION/PUBLICITY

- a. Individuals or organizations holding a publicly-advertised event in the Community Room must clearly advertise that they are the sponsors of that event. The F. Maxine and Thomas W. Cook Memorial Library and/or Colleen F. Johnson Community Room name(s) may be used only in reference to location, not sponsorship.
- b. Signs to indicate location of a meeting or event may be posted on the entrance doors of the Library one-half (1/2) hour before the meeting or event is scheduled to begin.

Section 10. ADDITIONAL CONSIDERATIONS

- a. The maximum capacity of the Colleen F. Johnson Community Room is 150 individuals.
- b. Smokeless tobacco and the burning, carrying or holding of a lighted cigarette, cigar, pipe, electronic cigarette, any vapor products, hookahs or any other lighted smoking item or equipment containing tobacco or any other herbaceous material, or the inhalation or exhalation of smoke from the same and/or alcoholic beverages is prohibited.
- c. Storage space is not available for individuals or groups using the Community Room.
- d. Library Staff will not accept calls or relay messages to people attending meetings or those participating in events.
- e. Library personnel are not available to provide assistance with the operation of mechanical equipment.
- f. Library Staff shall not supervise unattended children who are unable to use Library services independently of adult assistance. Parents or daycare providers attending meetings must make child care arrangements outside of the Library premises prior to the meeting or event.
- g. Library Staff reserve the right to refuse to book future reservations for individuals or groups who do not comply with these Policies and Guidelines.

Section 11. CHANGES to THIS POLICY

The Library Commission may change this Policy without City Council action in matters of general rules, application processes, and clarification. Copies of any changes made by the Library Commission and/or Library Staff shall be provided to the City Manager and members of the City Council subsequent to the change. Formal City Council action is required for changes in fees and/or deposits, custodial issues, descriptions/definitions of users and events, and any other issues of a controversial nature.

Policy approved by vote of the La Grande City Council on December 2, 2015.

Robert A. Strope
City Manager