



ADMINISTRATIVE POLICY

SECTION: Library	POLICY: LIB-4	
TITLE: Community Meeting Spaces	ORDER #: 23-019	
DEPT: Library		
ADOPTED: 12/14/2022	REVIEWED: 5/17/2023	REVISED: 5/17/2023

1. PURPOSE/OBJECTIVE:

- 1.1 Tillamook County Library supports and endorses the American Library Association's Library Bill of Rights, which states: Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- 1.2 Use of library community spaces by an organization does not constitute an endorsement of the organization's beliefs by the library, its staff, its advisory board, or the Tillamook County Board of Commissioners.

2. APPLICABILITY:

- 2.1 This policy applies to all library community gathering spaces at any Tillamook County Library including but not limited to The Copeland and Hatfield Community Rooms and the Maxwell Library Park and Library Stage.

3. POLICY:

3.1 Community Room Priorities

- 3.1.1 The community rooms are reserved in accordance with the following priorities:

1. Library sponsored or related programs.
2. Educational, civic, charitable, and cultural programs open to the public.
3. Private use rental.

3.2 Community Room Guidelines

- 3.2.1 Community spaces may not be used for commercial purposes such as sales of services, products, merchandise, materials or items or solicitations for donations except where explicitly approved as part of a library-sponsored program or on behalf the Friends of the Library or The Library Foundation.
- 3.2.2 Library community space programs and events must be open to the public except for closed government agency meetings and where specified by private use rental contract.
- 3.2.3 Activities in library community spaces must not disrupt library operations.

SUBJECT: Community Meeting Spaces LIB-4

- 3.2.4 Users may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
- 3.2.5 The library reserves the right to change or cancel reservations or to relocate a group to a different space. Public use of library spaces may be reserved for dates in the same calendar year.
- 3.2.6 Meetings must adjourn 30 minutes before closing time unless approved by the Tillamook County Library Director.
- 3.2.7 Permission to use the meeting space is non-transferable.
- 3.2.8 No staples, tape or pushpins can be used on the walls.
- 3.2.9 Smoking is not allowed in the library or on library grounds.
- 3.2.10 Alcoholic beverages are not allowed in library community spaces without prior approval from the Tillamook County Library Director.
- 3.2.11 No open flames allowed without prior approval.
- 3.2.12 Activities for minors, age 17 and under, must be supervised by responsible adults unless approved by the Tillamook County Library Director.
- 3.2.13 Community rooms may not be reserved for quiet study time.
- 3.2.14 Library staff may enter and remain in a room at any time during a scheduled meeting.
- 3.2.15 The spaces will not be available for use on recognized holidays observed by Tillamook County or any other time during which the Tillamook County Library is closed unless approved by the Tillamook County Library Director.
- 3.2.16 Any equipment normally used in the rooms such as podiums, whiteboards, projectors, speakers, ethernet cables or other built-in amenities may be available. Check with the library for availability.
- 3.2.17 Consumable supplies such as whiteboard markers, pens, pencils, paper, staplers, and more are not provided.
- 3.2.18 The Hatfield room is equipped with a sink, refrigerator, and coffee/hot water maker. Check out pots at front desk. Bring your own coffee.