

## MEETING ROOM POLICY

Roseburg Public Library has several meeting rooms available for public use.

- Ford Family Room: capacity 104  
Available to the public when the building is occupied or unoccupied by staff. Wireless projector, sound system, and microphone available.
- Deer Creek Room: capacity 80  
Available only when the building is occupied by staff. Projector available.
- South Umpqua Room: capacity 60  
Available only when the building is occupied by staff. Projector available.
- Multipurpose Room #1: capacity 9  
Available only when the building is occupied by staff. Computer and monitor available.
- Multipurpose Room #2: capacity 9  
Available only when the building is occupied by staff. Single- and multipoint videoconferencing available.
- Study Room: capacity 6  
Available only when the building is occupied by staff. No technology provided.

## RESERVATION SYSTEM

Meeting room use is prioritized to Roseburg Public Library/City of Roseburg, Douglas Education Service District (ESD), and Friends of the Library.

Users are limited to renting rooms no more than 12 times in one year. Reservations for the Ford Room will be accepted up to 12 months in advance of a meeting. Reservations for all other rooms will be accepted up to six months in advance.

## USE FEES

(initials required to indicate acknowledgement):

\_\_\_\_\_ Fees must be paid by cash, check or credit card to City of Roseburg within 45 days of invoice date.

Roseburg Public Library/City of Roseburg/Douglas Education Service District/Friends of the Library events: no charge

Recognized veterans organizations: no charge

For all other uses:

- Ford Family Room: \$50 when the ESD and/or Library are open to the public; \$150 when the ESD and Library are closed
- Deer Creek Room: \$50
- South Umpqua Room: \$50
- Multipurpose Room #1 (Room 17): \$25

- Multipurpose Room #2 (Room 20): For meeting room only or single-point videoconferencing: \$25. For multipoint videoconferencing: Contact ESD for quote.
- Study Room (Room 18): Available at no charge on a drop-in basis for two hours; time may be extended if no one is waiting.

Re-keying fee assessed for lost key associated with Ford Room rental: \$150/incident

Owl technology fee: \$25/use

## **PARKING**

Limited parking is available in the library lot. Renters may be required to park off site.

## **PROHIBITED ACTIVITIES/USES**

The following is prohibited in all meeting rooms (initials required to indicate acknowledgement):

\_\_\_\_\_ Alcoholic beverages allowed in Ford Room only. An Alcohol Use Application must be completed and submitted to City of Roseburg Administration at 900 SE Douglas Ave., along with required OLCC permits. Contact 541-492-6866 for information.

\_\_\_\_\_ Animals other than service animals. A service animal is defined as a dog or miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the service animal must be directly related to the person's disability.

\_\_\_\_\_ Any event at which an admission fee is charged.

\_\_\_\_\_ Any event at which future business will be solicited by a speaker through literature available at the meeting.

\_\_\_\_\_ Any event at which merchandise is offered for sale. Exceptions are made for Douglas ESD/Roseburg Public Library/Friends of the Library-sponsored events as well as vendors who have a City of Roseburg business license.

\_\_\_\_\_ Burning of any items, including candles or incense.

\_\_\_\_\_ Commercial activities.

\_\_\_\_\_ Smoking, vaping, or aerosolizing. Roseburg Public Library is a tobacco-free facility.

\_\_\_\_\_ Staples, tacks, nails, tape, or adhesives on painted surfaces.

\_\_\_\_\_ Violations of State and local Fire Codes and OSHA Regulations.

\_\_\_\_\_ Weapons of any kind, except as permitted by ORS 166.370.

## **ENFORCEMENT OF POLICIES**

The Library Director and their designated staff are authorized to interpret and enforce these policies in accordance with applicable law and to ensure appropriate use of meeting rooms.

For violations of this policy, one written warning will be given. A second violation may result in the renter being prohibited from renting any meeting rooms for three months. Subsequent violations may result in additional penalties up to and including permanent prohibition from renting any meeting rooms.

A patron shall have the right to appeal the Library Director's written decision regarding a violation to the City Manager. A written appeal must be filed within fifteen (15) days after the date of notification by the Library Director. The written appeal filed with the City Manager must state the basis for the appeal.

Unless the appellant and City agree to a longer period of time, an appeal shall be heard by the City Manager within thirty (30) days of receipt of the written appeal. The City Manager shall give the appellant and any other persons requesting the same, at least ten (10) days' notice of the time and place of such hearing.

At the time and place set for the hearing upon the appeal from the action of the Library Director, the City Manager shall give the appellant and any other interested party a reasonable opportunity to be heard. The City Manager shall hear and determine the appeal on the basis of the applicant's written appeal statement and any additional evidence the City Manager deems appropriate. At the hearing, the appellant may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply. In all such cases, the burden of proof shall be upon the appellant.

The City Manager shall uphold, or modify and uphold, the Library Director's action, or reverse the Library Director's action and render a new decision in the matter. The decision of the City Manager shall be issued within ten (10) days of the hearing and shall be in writing and contain findings of fact and a determination of the issues presented. The decision of the City Manager shall be final.

## **RESPONSIBILITIES**

In case any claim, action, or proceeding is brought against the City in any forum whatsoever by reason of any obligation to be performed under the terms of meeting room use by the user or arising from any act or omission of the user or the attendees and the user shall, upon notice from City, defend at trial and on appeal the City at the sole expense of the user, by counsel of City's choosing. This obligation to defend extends to all manner of proceedings, whether in a judicial, administrative, or other forum.

To the fullest extent authorized by law, the user shall indemnify and hold harmless the City from and against any and all loss, cost, claim, damage, injury, illness, or liability whatsoever, including reasonable attorney fees and costs of litigation and appeal, arising from the activities of the user, subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act ORS 30.26030.300 and the Oregon Constitution.

By virtue of allowing use of a room, the City is not a partner or joint venturer with, or agent of, the user in connection with the activity carried on during use of the room.

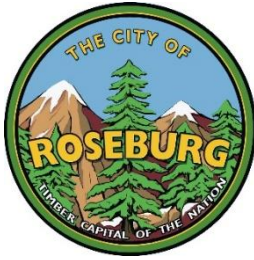
Meeting rooms are provided in "as is" condition and order. During use of a room, the user must maintain and secure the room in good, clean, and safe condition. Before leaving, the room and any areas adjacent thereto affected by use of the room must be restored to the condition they were in immediately before commencement of use. Upon expiration of allotted time for use of room, users must peaceably and quietly quit and surrender the room in as good a condition as found. All extra materials must be removed. All garbage must be disposed of in the proper containers.

The user hereby fully and unconditionally waives its individual and collective rights to recover from the City any loss, damage, restitution, or compensation arising out of meeting room use or out of the use of any other City property associated with meeting room use. The City shall in no event be liable for any loss or damage suffered or incurred by the user for any reason whatsoever. Such waiver includes, without limitation, waiver of liability for death, personal injury, illness, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages and rights of subrogation.

Failure to comply with meeting room policies may result in revocation of meeting room use privileges.

## **DISCLAIMER**

The City of Roseburg neither approves nor disapproves of the content, topics, subject matter, or points of view of individuals or groups using the facilities.



# ROSEBURG PUBLIC LIBRARY

1409 NE Diamond Lake Blvd., Ste. 100

Roseburg, OR 97470

[www.cityofroseburg.org](http://www.cityofroseburg.org)

[library@roseburgor.gov](mailto:library@roseburgor.gov)

541-492-7050

## MEETING ROOM APPLICATION

Date of meeting: \_\_\_\_\_

Time of room use **must include setup and cleanup time:** \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ I understand the room is available to me only during the times indicated above. Early access is not provided under any circumstances, and remaining beyond the time indicated may result in an additional fee. (Initial acknowledgement.)

Ford Room: ☐

South Umpqua Room: ☐

Deer Creek Room: ☐

Multipurpose Room #1 (Room 17): ☐

Multipurpose Room #2 (Room 20): ☐

Refer to Meeting Room Policy for use fees.

### TECHNOLOGY REQUESTS

☐ Owl videoconferencing tech system (fee assessed); subject to availability.

☐ Computer/projector/sound assistance requested. It is the renter's responsibility to provide details to staff at least two days before the rental. Last-minute staff assistance may not be available.

User name and contact information:

Name & Organization (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

If your rental includes a public presentation, please consider sharing the title or brief description of the content: \_\_\_\_\_

I have read the Meeting Room Policy, which is incorporated herein by reference, and agree to abide by it.

Responsible Person:

\_\_\_\_\_  
Signature (signed or digital)

\_\_\_\_\_  
Date