

**Stayton Public Library
E. G Siegmund Meeting Room Use Application**

Contact Person: _____ **Contact Phone:** _____

Name of Organization: _____

Address: _____ Phone _____

Date(s) Requested: _____ Hours: _____ to _____

Type of Event: _____ Total Hours: _____ Number expected: _____

Will refreshments be served?

Will electronic equipment be needed? If yes then:

- DVD player and projector Laptop and projector Small coffeemaker and carafes
 Sound system Large Coffeemaker (takes an hour) Assistive listening system
 Other _____

Rental Fees:

<u>Use</u>	<u>One Side</u>	<u>Both Sides</u>	
Civic	\$18.00/hr	\$23.00/hr	
Private	\$23.00/hr	\$29.00/hr	
Commercial	\$29.00/hr	\$35.00/hr	_____

Cleaning fee (no food or beverages) \$18.00

Cleaning fee (food or beverages) \$29.00

Total Due: _____

Reservations are secured with a deposit of 25% of total rental amount.

Date: _____ **Amount paid:** _____

Amount Due: _____

Date: _____ **Paid in full** **Cash** **Check**

I hereby apply for use of the Stayton Public Library's E.G. Siegmund meeting room. I have read, understand and agree to comply with all rules and regulations set forth by the City of Stayton, per this agreement and the City's rules for use of public facilities. I further agree that I am of legal age and will be responsible for the care of the facility during its use and that I will be responsible for the repair or damage to equipment of the facility and for the replacement of any inventory or equipment lost or damaged during use of the facility. I further understand that this reservation is revocable at any time and that the application is not transferable. I also understand that the City's rules and regulations are subject to change without notice.

I hereby agree to reimburse and hold the City of Stayton harmless from any and all liability, claims, causes, actions, suits, loss, damage or expense of any kind or description which may be claimed against or incurred by the City of Stayton as a result of negligence of the Applicant, sponsoring organization, its members, officers, agents or invitees and shall indemnify the City of Stayton against, and hold the City of Stayton harmless from same including attorney fees, arising out of, or connected with, or resulting from the use of the Library facility during the period of reservation.

I further agree that I shall abide by all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.

Signature of Applicant

Date

Meeting Room Policy

The primary purpose of the E.G. Siegmund Meeting Room is for library-related activities such as story hours, author visits, exhibits, audio-visual programs or other activities sponsored or co-sponsored by the library. These activities will receive priority in use of the room. Use of the E.G. Siegmund Meeting Room must not interfere with the operation of the library. Meetings that would interfere with the work of the library because of noise or other factors will not be permitted.

The following policy shall apply to all users except for the City of Stayton, the Stayton Library Foundation and the Friends of the Library.

RESERVATIONS

1. First priority for scheduling is for events sponsored by the Library, the Friends of the Library, the Stayton Library Foundation and City of Stayton. There is no time limit on how far ahead these events may be scheduled.
2. Local organizations and those organizations serving the Marion County area will have the second priority. Reservations will be scheduled no more than six months in advance.
3. To reserve the E.G. Siegmund Meeting Room, complete a Stayton Public Library E.G. Siegmund Meeting Room Use Application, and return it to the library circulation desk. A copy of this policy will be provided to each applicant at the time the reservation is made. A deposit of 25% of the total to secure the reservation is required.
4. A reservation must be cancelled at least 3 days before the scheduled meeting.
5. The Library shall have the right to cancel a reservation prior to use and will return any deposits. The Library reserves the right to make additional conditions for use prior to approval of a meeting room use application.

RULES FOR USE

Reservations must be made by a responsible member of the organization who will ensure that all regulations are followed:

1. All meetings must conclude by 10 p.m. This includes cleanup of the facility.
2. Use by minors: the applicant must be an adult, age 21 years or older. Groups composed of minors must be supervised by one (1) adult for every fifteen (15) children while using the meeting room. Supervision must be provided both inside and outside the building. Library staff will not be held responsible for the supervision of children.
3. The Library will not provide storage for property of organizations that hold meetings in the Library, nor may the Library be used as the official address of any organization. Publicity announcing organizational programs at the E.G. Siegmund Meeting Room may not state or imply Library or City of Stayton sponsorship.

4. The Library is not responsible for theft or damage to property brought in to the E.G. Siegmund Meeting Room.
5. Only light refreshments may be served, such as cookies, sandwiches, coffee, tea, or cold drinks. All utensils, plates, cups and paper products must be provided by the organization and must be removed or disposed of in an acceptable manner following the meeting for which they are used. No alcoholic beverages will be allowed, except by permission. Tables must be wiped clean after use.
6. Users shall assume responsibility for cleaning up and for any damage to Library property or the facility, including any theft, breakage, staining or damage. Under no circumstances are chairs, tables or other equipment to be removed from the building. The room must be left thoroughly cleaned and free of trash. The Library may assess charges for damage or cleaning. Please rinse out coffee pot and dispose of grounds.
7. Tack boards must be used to hang materials. Absolutely no tape or tacks or other materials are to be used to post notices on walls or windows.
8. State law prohibits smoking in all facilities. The use of the meeting room shall conform to all local, state or federal laws.

USER RESPONSIBILITIES

1. User is responsible for their own set-up of chairs and tables. **The room must be returned to its original condition.**
2. User is responsible for maintaining order of the group while on Library premises and for enforcing the occupancy limit.
3. User is responsible for taking reasonable care of the room and furnishings and for paying for any damages to the building, furniture, or equipment.
4. User is responsible for providing coffee or other beverages. The large coffeemaker takes an hour to brew, and instructions are with it.
5. User is responsible for returning the keys immediately following the meeting. If the key is not returned within three days of the event, the Library will assess a \$200 charge for re-keying.
5. The person signing the application will be held responsible for the following:
 - a. Getting the key for the exterior entrance, not more than 24 hours prior to the meeting. If equipment is needed, the cabinet key must be obtained at this time.
 - b. Making sure all meeting room doors are shut and locked. The lights are turned off and the bathrooms are empty.
 - c. Making sure the exterior doors are securely shut and locked and the alarm is set.
 - d. Returning the keys in the book-drop of the Library **immediately** following the meeting.

Fee Reductions and Waivers

1. All events sponsored or co-sponsored by the City of Stayton may use the meeting rooms at no cost. Except for officially sanctioned meetings of established City boards or committees, and/or other meetings/events as determined by the City Administrator, no request for reservation of City facilities for City-sponsored activities shall receive preferential consideration over other parties for scheduling. Reservations shall be made on a first-come, first-served basis.
2. Public agencies and non-profit organizations may submit requests to the City Administrator to obtain fee reductions or waivers. The City Administrator will review all such requests and the decision to approve or to deny the request will be based on the non-profit organization's ability to pay, the number of Stayton residents served, and the value of the service to the community. The City Administration may either approve or deny the request.

Definitions: For the purpose of these rules of use for City of Stayton facilities,

- a. "Civic" groups include non-profit service organizations, which do not restrict membership and do not charge fees, other than membership dues. County, state and federal government agencies (for uses other than public meetings) are included in this group.
- b. "Private" groups are groups, organizations, or meetings not open to the general public, such as receptions, private parties, etc.
- c. "Commercial" groups are persons, businesses, and organizations whose activities are profit-making in nature. Political, industrial, and professional organizations are included in this group. Maximum occupancy of the meeting rooms are 82 persons on each side.

CANCELING PRIVILEGES

At the Library Director's discretion, meeting room privileges may be canceled for reasons including, but not limited to, the following:

1. Failure of group to observe rules and regulations.
2. Failure of group to leave rooms and furniture in original condition – neat, clean and undamaged.
3. Disorderly conduct, disturbances, and parking problems caused by the group meeting.
4. False representation of the group and its planned activities.
5. Unauthorized use of alcohol, or smoking inside the library or within 20 feet of the library.
6. Exceeding the occupancy limit.

For questions, please contact the Library Director at 503 769.3313.