

Jefferson County Library District

Meeting Room Policy

Approved September 08, 2020

The use of reserved meeting space at the Jefferson County Library District is to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities. The JCLD does not advocate for or endorse the viewpoints expressed in meetings by meeting room users, just as it does not endorse works' views in their collections.

The Library reserves the right to limit the number of reservations a person or group may have on file. Long-term dedication of meeting space to a particular group or individual, except Library-sponsored programs, is not guaranteed at a specific specified day, date, or time on an ongoing basis. Reservations may be made by the person who will be using the room. Responsibility for the room lies with the person making the reservation.

1. A valid JCLD Library card is required to make a reservation for a meeting room.
2. Library-sponsored activities are given priority at all times in scheduling the use of meeting space.

Meetings that would violate the ORS 192.410 – 192.505 (Public Disclosure Act) are prohibited. The reserved meeting space may be used by groups that conduct meetings at which current election issues or candidates will be discussed. Meeting rooms may not be used by commercial or business entities or for money-raising purposes.

Meetings in any room must be open to the public. No admission may be charged. No funds may be solicited. Membership payments or dues may not be solicited in the library building. However, the Library and Friends of the Jefferson County Library District-sponsored programs may include fundraising activities. All advertising and the sale of merchandise or other materials except that incidental to Library or Friends of the Jefferson County Library District are not allowed. That a group is permitted to meet at the Library does not constitute an endorsement of the group's policies or beliefs by the Board of Directors. No advertisement or announcement implying such endorsement is permitted. The Library is not responsible for personal property brought into the Library.

The Library's Rules of Behavior must be followed while using a room. The individual or group reserving the meeting space is responsible for the room and its contents. Furnishings must be returned to their original locations before vacating the room. If the room is not restored to its original order and requires extra custodial cleaning, the Library will bill the user a charge to cover that labor cost. If the room is damaged beyond normal wear and tear, and equipment is damaged or missing, the Library will bill the user for repair or replacement costs. The Library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The Library will make all arrangements for purchasing replacements and for repairs. The person requesting a room's use will be held responsible for conforming to the conditions set forth in this policy, and the room use guidelines.

Additional information is provided in the Room Reservation Form. The Library Director is authorized to deny permission to use meeting rooms to any individual or group that fails to observe these regulations.