

BEAVERTON CITY LIBRARY

Meeting Room Policy

Adopted by the Library Advisory Board 7/2024

Revised 12/2024

The Beaverton City Library has meeting rooms available for the public, which include an auditorium for programming, community, and City use. These rooms are part of the Library's mission and are governed by the [Library Rules of Use policy](#). The Library has created this policy to ensure safe and fair access and use. The policy is also guided by Articles V and VI of the [American Library Association's Bill of Rights](#):

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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.

Guidelines for Using a Reserved Room

- All room users must follow the Beaverton City Library's [Rules of Use policy](#), as well as all applicable local, state, or federal laws and regulations.
- Entry fees may not be charged for events held in library meeting rooms.
- Library staff may enter a room at any time.
- Users must clean up food packaging and other garbage.
- Burning candles, incense, or other items is not allowed.
- Users must follow all posted occupancy limits regarding how many people are allowed in the room.
- The person who reserved the room is responsible for making sure all rules are followed.
- Users who violate the Rules of Use policy or any applicable local, state, or federal law may be asked to leave the Library.
- Users will be charged for the cost of repair or replacement if equipment or any portion of the reserved room are damaged.

Room Reservations

- Requests to reserve a Library room may be completed online or in person. Please note that a submitted request does not guarantee approval.
- Confirmed reservations will be sent through email.
- Reservations can be made no more than three months and no fewer than forty-eight hours in advance.
- Rooms can be reserved once per week for up to four hours at a time. Users may contact Library administration if more time is required.
- Users should include any needed set-up and clean-up time in their reservation.
- A separate reservation must be made and confirmed for each event.
- The Library reserves the right to cancel reservations at any time due to Library or City programming conflicts.

- Please notify the Library of any cancelation by email, phone or using the link in your confirmation email at least 48 hours before the reservation start time.
- For questions regarding meeting room use, contact 503-644-2197 or email librarymail@beavertonoregon.gov.

Checking Out from Rooms

Please leave rooms in good condition for the next group. Before leaving Library meeting rooms:

- Place all trash in available trash cans.
- Wipe tables and chairs and clean up any spills using the cleaning supplies provided.
- Remove all personal items and technology.
- Items left behind will be put in the Library's lost and found container.

Endorsement and Marketing

- Publicity for an event by groups using a reserved meeting room must not be presented in a way that implies support or endorsement by the City of Beaverton or the Beaverton City Library.
- Signs for meetings taking place in the Main library meeting rooms may be posted at the entrance to the room. Signs for events sponsored by other government organizations may be posted in the library lobby on the day of the event.
- The Beaverton City Library does not advertise or promote non-library events held in rooms via its print or digital information channels.

Library Use of Rooms

Library staff may schedule rooms for Library and City of Beaverton events at any time. Library staff are not restricted to the three-month window described above. Exceptions to the three-month scheduling window will also be made for Library-affiliated groups including: the Library Advisory Board, the Friends of the Beaverton City Library, Washington County Cooperative Library Services (WCCLS), the State Library of Oregon, and the Oregon Library Association, including its divisions and round tables.