

## Administrative Rules

Created: 11-2-2001

### Rule 1.5 – Meeting Spaces

Approved: 8-19-2024

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#### Overview and General Rules

##### I. OBJECTIVE

Deschutes Public Library (Library) meeting spaces are made available for a variety of library and community meeting needs. Use of a Library's meeting space does not constitute the Library's endorsement of the beliefs or practices of an individual, business, organization or group.

##### II. GENERAL USE OF MEETING SPACES

1. Meeting spaces within Library facilities are designated by the Director and are available on a non-discriminatory, equal basis in compliance with local, state, and federal laws. No activities that conflict with the Library customer code of conduct (Administrative Rule 1.4) or with local, state, or federal laws or regulations are allowed.
2. Library programs and Library sponsored events take priority in all meeting spaces. There is no time limit on how far in advance Library programs or Library sponsored events may be scheduled. The Library reserves the right to reschedule or cancel confirmed meeting room reservations at any time to accommodate Library programs, events or operations.
3. Advertising or announcements that imply Library endorsement, branding or sponsorship is not permitted.

##### III. RESERVATIONS AND ACCESS

1. Community Room and Meeting Room
  - Reservations are accepted on a first-come, first-served basis.
  - Reservations cannot be made more than 90 days in advance.
  - Reservations can be made up to a total of five (5) times per calendar month which may be scheduled in consecutive days, once a week, or as needed throughout the month.
  - Reservations are limited to a total of five (5) reservations of any combination of the community room, the meeting room and the Library location.
  - Each reservation must include a minimum of three (3) people and may not exceed maximum capacity as noted in either the reserved room or on the Library's website.
  - A reservation is considered cancelled if organizer or group is not present within 15 minutes of the scheduled start time.
  - A reservations must be cancelled online at least 48 hours before the meeting or event. Failure to do so may result in loss of meeting space use privileges.
2. Study Room
  - Reservations are accepted on a first-come, first-served basis.
  - Reservations cannot be made more than 7 days in advance.
  - Reservations are available one (1) time daily and not to exceed three (3) hours.
  - The room may be used by one or more persons at a time and may not exceed the maximum capacity as noted in either the reserved room or on the Library's website.
  - Reservation is cancelled if the individual is not present within 15 minutes of the scheduled start time.
3. Library personnel must have physical and visual access to all Library community, meeting and study rooms at all times.

4. Usage of the Library's meeting space is exclusive to the group or individual reserving the space. The individual or group determines if the meeting is closed or open to the general public. If meeting is determined to be open to the general public, is it open to all members of the public and one cannot be excluded in accordance with state and federal anti-discrimination laws. State and/or federal protected classes include race, color, religion, sex (including pregnancy, sexual orientation, and/or gender identity), national origin, age, disability, and genetic information.
5. Auditory and visual privacy are not guaranteed in any Library meeting space.
6. Only meeting or event attendees are allowed in the East Bend Community Room outside of the Library's regular operating hours. Access is limited to operating hours only at the Downtown Bend Library, La Pine Library, Redmond Library, Sisters Library and Sunriver Library.

#### IV. FEES

1. The use of a Library meeting space is free of charge except in the event of damage or disrepair. The Library reserves the right to assess and charge a fee of at least \$100 or more when room or equipment is vandalized or left in a state of disrepair that requires replacement or maintenance services. (see also V. 11)
2. Failure to pay an assessed fee may result in loss of all meeting space use privileges.
3. All fees are non-refundable.

#### V. RULES AND REGULATIONS

1. Reservations including time and date availability for rooms at all Library facilities are completed online.
2. Meeting and study rooms are available only during the Library's operating hours.
3. Attendance may not exceed posted capacity of the meeting space.
4. Meeting activities, including all meeting materials, are limited to the assigned meeting space. Any materials, such as signs or meeting announcements on the day or time of a group or individual's meeting, may not infringe or interfere with access to any Library facility or be placed on Library property.
5. Decorations or advertising materials may not be affixed to any Library surface including but not limited to walls, bulletin boards, windows, columns, floors, ceiling, furniture or fixtures.
6. There is no storage space on the Library premises in which individuals or groups may store items.
7. Meetings and attendees may not engage in conduct and/or activities that disrupt or interfere with the normal operation of the Library, its program(s) or event(s); endanger the Library building or property; or disturb Library staff or customers, including, but not limited to, conduct that:
  - (a) creates unreasonable noise
  - (b) is not contained within the assigned Library meeting space
  - (c) violates [Administrative Rule 1.4 Code of Conduct](#) or creates a fire or safety hazard
8. Children aged 6 and under must be accompanied by an adult within the meeting space at all times. Groups under the age of 17 must be supervised and attended at all times by the adult noted on the meeting space reservation.
9. The use or distribution of tobacco or cannabis products is not permitted on the Library premises.
10. Alcoholic beverages are not permitted on Library premises, unless provided as part of a Library-sponsored event.
11. Groups or the individual applicant are responsible for the Library room setup and cleanup of all equipment and furniture. At the conclusion of a meeting, applicants will return all furniture and equipment to the original room set up or as noted on the posted room reset diagram. Failure to return furniture or equipment to its original room setup or storage closet may result in withdrawal of room use privileges at all Library facilities.
12. The Library's audiovisual equipment may be available for use in the meeting space. Person(s) attending the meeting are responsible for requesting training from Library staff before the meeting date. The group and/or person reserving the meeting space is responsible for damage to any Library equipment and may be assessed fees for repair or replacement.

13. The Library is not responsible for non-Library or personal audiovisual equipment, laptops and/or their use.
14. The Library is not responsible for theft of, or damage to, property brought into the Library or its meeting spaces.
15. Failure to comply with this Administrative Rule will result in withdrawal of room use privileges at all Library facilities.
16. East Bend Library: If the East Bend Community Room is scheduled for use outside of the East Bend Library's operating hours, keys may be checked out at the East Bend Library up to three days in advance. The Library is not responsible for opening the meeting room if keys are not checked out in advance.

The key to the East Bend Library Community Room must be returned to the East Bend Library no later than the following business day in the pouch provided when checked out. Keys can be placed into the after hours book drop or returned directly to East Bend Library staff.

## **VI. APPEAL PROCEDURE**

People who have received a notice that restricts access to the Library premises or meeting spaces may request a hearing. The request must be in writing and filed at the Deschutes Public Library's Administration Building or a Branch Library within seven days (exclusive of weekends or library's observed holidays) of receipt of the notice. The Library Director or Designee(s) will schedule a hearing, which shall not be more than two weeks after receipt of the request. The hearing will be informal and the Library Director or Designee(s) will consider testimony from library staff involved in the incident, from the person requesting the hearing, and from any other witnesses to the incident. The person requesting the hearing has a right to be represented by counsel, at that person's expense, and the right to cross examine any witnesses who testify. At the conclusion of the hearing, the Library Director or designee(s) may affirm, modify, or end the imposed exclusion. A written copy of the appeal decision will be delivered or mailed to the person that requested the hearing.