

DRIFTWOOD PUBLIC LIBRARY

MEETING ROOM USE POLICY

The primary purpose of the meeting rooms at Driftwood Public Library is for library-related activities. When not being used by the library, the rooms are available to the general public. In order to ensure that the meeting rooms will be available to the benefit of all, the following policies will be followed:

Type of Group:	May reserve no more than:	Fee:
Library Use	12 months in advance	No Charge
Lincoln City Department or Committee	3 months in advance	No Charge
Local Community Service Group	3 months in advance	No Charge
Non-Profit Group	3 months in advance	No Charge
Out-of-Town Governmental Groups	3 months in advance	No Charge
Private Group (not open to general public)	3 months in advance	\$10/hour; \$65/day
Commercial Group	2 months in advance	\$30/hour; \$200/day

- Applicants must complete one application form for each date they wish to reserve a meeting room.
- Where applicable, fees are due at the time of application. Fees are non-refundable unless cancellation of room use is initiated by the library.
- If it becomes necessary, the library reserves the right to cancel any use of the meeting rooms.
- Groups are asked to notify the library immediately upon cancellation of a meeting.
- If the organizers of a meeting fail to show up at the scheduled time and fail to notify the library of cancellation, attendees will be referred to the person listed on the application as “contact”.
- In order to allow as many different groups as possible to have an opportunity to use the meeting rooms, any repetitive users, other than the library, will be reviewed on a routine basis.
- Use of the meeting rooms is restricted to the library’s hours of operation. Meetings are not allowed to begin before the library opens and must end and be cleared out no later than 5 minutes before the library closes. Hours of operation are:
 - Monday through Wednesday, 10:00 a.m. to 8:00 p.m.
 - Thursday through Saturday, 10:00 a.m. to 6:00 p.m.
 - Sunday (October until Memorial Day weekend), 1:00 p.m. to 5:00 p.m.
- Unless the group is paying a room fee as a “private group” (see chart above), meetings are considered open to the public and may not occur behind closed doors.
- Unless a group is paying a room fee as a “commercial group” (see chart above), fees may not be charged for admission to the meeting.
- **Food of any kind is not allowed in meeting rooms. This includes any beverages except water.** The library reserves the right to serve refreshments at library-sponsored and -supervised events within the meeting rooms.
- The Driftwood Public Library Board of Trustees and the City of Lincoln City do not bar access to the meeting rooms to anyone on the basis of race, religion, sex, creed, age, national origin or social and/or political views. The library’s and city’s endorsement of a group’s views is not implied by their permitting a group to use the meeting rooms.
- All applications to reserve a meeting room must be approved by the Adult Services Coordinator. Desk staff do not have access to the final meeting room-use calendar and should not be asked about room availability. Until you have heard back from the Adult Services Coordinator, you have not been approved to use the meeting room.