

McMinnville Public Library Meeting Room Policy

You may use our free meeting room for your next gathering of **up to 40 people** by completing the following request form.

Before making your request, know ...

- We only accept meetings that are **free, open to the public, and not promotional**.
- We cannot accept meetings that conflict with Library programs or meet more than once a month.
- Any group who uses the Carnegie Room must agree to the Carnegie Room Policy and follow the McMinnville Public Library code of Conduct <INSERT LINK>, as well as local, state, and federal laws and regulations.

If your request is approved...

- The library provides access to chairs, tables, an A.V. system and microphone. It is expected that Carnegie Room users set and clean up the room themselves.
- Library staff will hang a poster you provide on our community board and list your meeting on our web & print calendars but not provide further marketing.

For questions regarding the Carnegie Room, please contact Librarian Diane McMillen at diane.mcmillen@mcminnvilleregon.gov or call 503-435-5551.

Requirements

- The McMinnville Public Library meeting room, the Carnegie Room, is used for meetings or events that are free and open to the public.
- The purpose of the event must not be to sell or promote a product or program.
- Attendance must not exceed 40 people.
- A representative for the event with a valid library card will need to retrieve a key from the Library Circulation Desk.
- In all cases, Library events take priority. Library staff will give prior notice if the Library needs a group to reschedule or cancel their reservation

Expectations

- Groups using the room will be responsible for set-up and for returning the room and equipment to its original configuration. Groups should not remove or rearrange fixtures or decorations in the room.
- Users are responsible for cleaning up and for any damage to Library property or facility. The Library may charge for damage and cleaning. The Library assumes no responsibility for personal belongings.
- All meeting room groups and users must follow the McMinnville Public Library Code of Conduct, as well as local, state, or federal laws and regulations. State law prohibits smoking in all public facilities.
- The Library expects users to be considerate of library patrons and activities. Library staff has the authority to terminate any meeting that disrupts library operations.

- The room needs to be locked securely at the end of the program and the key must be returned to the Circulation Desk or in the Library book drop at the end of the meeting.
- Meetings must end by Library closing hours unless otherwise arranged with Library staff ahead of time. All meetings must end by 8:00 pm to allow for the Library custodial staff to clean the room.
- The Library will list the meeting on its online and print calendars. Carnegie Room users are responsible for additional marketing and managing sign ups. If a poster is provided, the Library will hang it on the community bulletin board as space permits.
- Deviations from the above policies will jeopardize future access to the facilities.

McMinnville Public Library Carnegie Room Agreement

Event name: _____

Event description:

Event date, start and end time: _____

Anticipated set up & clean up time: _____

Anticipated number of attendees: _____

Your name (first & last): _____

Your phone: _____

Your email: _____

Would you like your contact information shared publicly to receive inquiries about the event?

- Yes – check one or both No
- Phone
- Email

Equipment needed (check all that apply):

- Tables Microphone Whiteboard & markers
- Chairs AV

I have read and agree to the McMinnville Public Library Carnegie Room Policy.

Signature

Date