



Library Administrative Rules, Public Use of Library Meeting and Study Rooms

The Hillsboro Public Library has meeting rooms and smaller study rooms available for use which are subject to the rules below.

Permitted uses

1. The Library's meeting rooms may be reserved for both public (i.e., open to anyone) and private meetings and events. Meeting rooms may be used during regular Library hours and some hours both before and after the hours the Library is open to the public. For the hours during which rooms may be reserved, see Meeting Room Descriptions, below.
2. Library or City of Hillsboro programs and sponsored events have priority in the use of meeting room space. Library meeting rooms are primarily intended for the use of the Library, library related organizations, and library sponsored activities. Due to unforeseen circumstances, the Library reserves the right to cancel confirmed meeting reservations.
3. Government agencies do not pay rental for meetings during library hours. Government agencies must pay the non-profit rate for any room usage outside library hours, as well as fees for requested optional services, including AV support, room set up and room clean up.

Fees for room usage are set according to the following categories that include residency of the applicant. "Resident" applicants live within the city limits of Hillsboro.

- a. Standard rate
- b. Resident rate
- b. Non-profit rate

Please see Room Rental Fees for a table of fees.

4. Reservations of meeting rooms may be made no more than 90 days in advance and no less than 72 hours in advance. Groups or individuals may not reserve meeting rooms more than three times in any 30 day period. The Board Room at the Main Library may be reserved farther in advance; see Meeting Room Descriptions, below.
5. Use of the meeting rooms does not constitute an endorsement by the City of Hillsboro or by the Library of the viewpoints expressed by participants in the program or meeting.
6. All publicity shall carry the name of the organization sponsoring the program or meeting. The Hillsboro Public Library shall not be identified or implied as a sponsor.
7. The primary purpose of the Library's buildings is library service. Meeting room use is a secondary service. Activities that will disrupt library service are not appropriate and will be denied meeting room use. Permission from the Library Director, in consultation with the

Hillsboro Library Board when necessary, will be required for any use of meeting rooms which do not clearly fit these rules.

8. Failure to adhere to these rules could result in discontinuance of the individual or group's use of the meeting rooms.
9. Room equipment and occupancy varies; please see Meeting Room Descriptions, below.
10. Groups must get advance written permission to bring in their own furniture or sound equipment.
11. All meeting activities must take place within the meeting room and may not extend to the Gallery or Alcove area without written permission from the Library Director or his/her designee. Meetings must not spill into spaces outside the Library.
12. Food and drink may be served at meetings. Groups need to provide their own utensils, plates, cups/glasses, napkins, condiments and other event related items. Kitchen facilities are limited. The Multipurpose Room on the second floor of the Main Library has a double sink, refrigerator with freezer and work counter. The Community Room on the first floor of the Main Library has a sink. Other meeting rooms have no kitchen facilities.
13. Storage for meeting materials is not available.
14. Alcoholic beverages may be served at private meetings or events but only when the Library is not open to the public and only with approval of an Alcohol Use Application and a Certificate of Insurance. Insurance may be obtained through the eventhelper.com services: <https://www.theeventhelper.com>. Some situations may require a Special Events License from the Oregon Liquor Control Commission (OLCC). All renters who want to serve alcohol at their events must call OLCC at 503-872-5070 to determine if they will need an OLCC Special Events License. Users must comply with all rules stated in the Alcohol Use Policy if alcohol is to be served.
15. Meeting rooms are available for booking from 8:00 am to 11:00 pm daily. Hours available for private parties and ceremonies at which alcohol may be served: 6:30 pm to 10:30 pm Saturday and Sunday.
16. An Assistive Listening Device is available at no cost. The applicant must inform the library that the device is needed at least 72 hours before intended use.
17. Digital projectors, screens and sound systems are available in most meeting rooms. Polycom audio devices are available in the Main Library Board Room and in the Shute Park Meeting Room. These devices are used for telephone conferencing. There is a \$30 fee charged for each meeting where this device is used.

Making reservations

18. Requests for scheduling a room for a group must be made by an individual responsible to that group. That individual is referred to as “applicant” or “renter” in these rules. The applicant for the group must be at least 21 years of age.
19. Two persons may be named as co-applicants. At least one of them must attend the meeting as required in paragraph 25, below. To determine City residency in regard to rental fees, the legal residence of either the applicant or co-applicant shall be used
20. For room capacities, hours, equipment and limitations see Meeting Room Descriptions. For pricing, see Room Rental Fees.
21. Most meeting room reservations require the applicant to make a room deposit. The deposit will usually be refunded in full but part or all of the deposit will be retained by the Library (1) if the room requires cleaning after use, (2) if use exceeds the hours reserved or, (3) to repair damages.
22. The applicant must notify the Library at least 48 hours in advance of a scheduled event if he/she intends to cancel. Failure to notify the Library and confirm cancellation may result in surrender of the entire room deposit.
23. By applying online, the applicant agrees that he/she has read and understands the rules and procedures for the use of the meeting rooms and will be responsible for the group abiding by the rules and procedures.
24. The applicant will be the first to arrive and the last to leave the event. He/she will remain on the premises and maintain supervision during the time the group has reserved the meeting room. Groups using the meeting room must abide by the rules of the Patron Code of Conduct.

User responsibilities

25. Groups are responsible for their own set-up/clean-up of tables, chairs, and equipment and should allow time needed for this in their reservations. The applicant shall be in charge of restoring the meeting room and equipment to its proper order. Furniture must be arranged according to directions for the room. Optional set-up/clean-up services are available for a fee.
26. All garbage that exceeds the capacity of meeting room trash containers must be bagged and tied.
27. Unless the meeting room has been booked specifically for a private meeting in compliance with these rules, the meeting will be a public meeting and the applicant for the group will see that the group adheres to Oregon Revised Statute 659A.403, which states:

All persons within the jurisdiction of this state shall be entitled to the full and equal accommodations, advantages, facilities and privileges of any place of public accommodation, without any distinction, discrimination or restriction on account of race, religion, sex, marital status, color or national origin; (2) It is an unlawful practice for any person to deny full and equal accommodations, advantages, facilities and privileges of any place of public accommodation in violation of this section.

28. Emergency exits must be kept clear of obstructions and should be used only in case of emergency.
29. Library staff will have access to the meeting room premises at any time. The library staff member in charge of the building is empowered to enforce these rules. Permission to use library meeting rooms may be withheld or withdrawn from groups failing to comply with the meeting room rules.
30. In consideration for the use of a meeting room, each applicant agrees that he/she will pay for all damage to any property of the City of Hillsboro resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or any of its invitees.
31. The applicant shall hold the City of Hillsboro, its employees, volunteers, and agents harmless from any claim, loss, or liability arising out of or related to the applicant's use of the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by the City, its employees and agents. The applicant shall indemnify the City, (1) for any damage to the City's property occurring during the use thereof, whether or not the applicant is responsible therefore, and (2) for expenses and costs, including attorney's fees incurred by the City or its employees and agents in defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises.
32. Applicant, and the organization applicant represents, hereby fully and unconditionally waive their individual and collective rights to recover from the City and its officers, employees, agents and volunteers, any loss, damage, restitution or compensation arising out of this agreement or out of the use of any City property associated with this agreement. The City and its officers, employees, agents and volunteers shall in no event be liable, for any loss or damage suffered or incurred by applicant, the organization applicant represents, or their agents, employees, customers, invitees or licensees for any reason whatsoever. Such waiver includes, without limitation, waiver of liability for death, personal injury, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages, and rights of subrogation.

Prohibitions

- Smoking, lit candles, or any fire-lighted materials are not allowed.
- Activity involving and/or causing abnormal wear and tear on any part of the facility is prohibited including use of paints, stains, adhesives or similar materials.
- Behavior deemed disruptive, disturbing, or contrary to Library rules is not allowed. This rule may be invoked by library administration to deny application for a room or by the library staff person in charge during an event.

To make a room reservation online:

<http://www.hillsboro-oregon.gov/departments/library/meeting-spaces-and-study-rooms/room-rentals>

Study Room Use Rules

Hillsboro Public Library provides six small (capacity four people) and two large (capacity eight) study rooms on the second floor of the Main Library and one large study room at Shute Park Branch Library for use by individuals and groups. Electrical outlets are provided in each room and wireless internet is available throughout the buildings. When not in use for Library activities, the rooms are available under the following rules approved by the Library Board. The Library neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the study rooms.

Rules

The study rooms are available for groups suitable to room size and to individuals during the hours the Library is open to the public. There is no fee for use of these rooms.

- When rooms are not reserved, use is on a first-come, first-served basis.
- Use of the rooms is limited to three hours per day unless no one else has a reservation or is waiting.
- Conduct and noise is expected to be kept to a level conducive for study by occupants in the adjacent study rooms.
- The Library is not responsible for accidents, injury, loss or damage to the private property of the individual or organization using the room(s).
- Study room users must abide by the Patron Code of Conduct.
- Rooms and furnishings must be left in their original condition.
- Rooms must be vacated promptly at the end of the reservation.

Reservation rules

- Rooms may be reserved for periods of three hours or less up to 30 days in advance.
- All users are limited to two reservations per week.
- Reservations will be held for up to 15 minutes after the reservation beginning time.
- Rooms may be reserved online using the Library's meeting room reservation system. A
- WCCLS library card number is required.

City Liability

All groups or individuals using the Library study rooms agree to take appropriate measures to protect, indemnify, and defend the City, its elected and appointed officials, and all employees and volunteers against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending any such claim. The City, the City's elected and appointed officials, and all employees and volunteers will not be held responsible for any lost or stolen articles as a result of persons attending any function in the building.

User Liability

The City recognizes that a certain amount of wear will occur to the study rooms over the course of normal use. However, in the event the maintenance guidelines are violated, the user will be liable for the following charges:

- Repair or replacement of equipment or facilities damaged due to neglect, vandalism or misuse.
- Cleaning expenses incurred to clean up the room if not left in the same condition as found.

Procedures

Rooms are kept locked when not in use and can be opened only by library staff.

Identification such as a student I.D. card, library card or valid Oregon driver's license or Oregon state I.D. card is required for use of a Study Room. The I.D. may be held during the use of the room.

Users must check-in at the second floor Reference Desk before using a room, and must return the key to the Reference Desk when they have finished using a study room.

The Library may attempt to accommodate study room users with time extensions when possible. Any time extensions will be granted at the discretion of library staff. Decisions regarding additional time will be based on free and open access for everyone so that no person/group monopolizes a room to the disadvantage of others. This is to ensure that if a library visitor sees that all of the rooms are occupied, they can be assured the use of a room within a reasonable amount of time.