



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

The Hillsboro Public Library believes accessible public space is an essential service to our community, and seeks to provide meeting rooms and event spaces, along with smaller study rooms, for public use. While priority is given to Library and City of Hillsboro use of the available meeting spaces, we welcome all community members to use our spaces to host anything from community events to private birthday parties. Community members, groups, and organizations of all types have used Library spaces to host events such as cultural celebrations, business meetings and conferences, support group meetings, study sessions, and music or dance practices.

The Hillsboro Public Library strives to create a warm, welcoming, and enjoyable environment for our users. Sharing this environment with other people requires that everyone follow the Code of Conduct established by the City of Hillsboro; the use of library meeting spaces is both subject to the rules contained within this policy and the Code of Conduct. The Hillsboro Public Library believes in upholding the principles of intellectual freedom, and is equally as committed to equity and diversity. 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.

Public or Private Meetings

The Library's meeting rooms may be reserved for both public and private meetings and events. All meeting and study rooms may be used during regular Library hours. Certain rooms may be available for both public and private use between 8 and 10am and closing and 10pm, with allowances of up to one hour earlier in the morning and one hour later in the evening for room set up and take down, and may have an associated use charge regardless of the booking entity. All meeting room use outside of open library hours requires a scheduled Library or City of Hillsboro facilities supervisor.

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

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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.

A public meeting or a public use of a meeting space ensures that meeting or space use is open to all. Library patrons and community members are welcome to attend a public meeting; entrance may not be denied. A private meeting or private use of a space is one in which any library user or community member is *not* able to attend or participate. For example, a meeting with a set attendee list, a meeting room use for a specific group, or a “closed door” meeting would be examples of private space use.

Library or City of Hillsboro programs and sponsored events have priority in the use of meeting room space.

For meeting room use, whether public or private, all publicity must have the name of the organization sponsoring the program or meeting. The Hillsboro Public Library shall not be identified or implied as a sponsor.

Meeting activities, whether public or private use, that will disrupt library service are not appropriate and may be denied meeting room use. Behavior deemed disruptive, disturbing, or contrary to Library rules or the City’s Code of Conduct is not allowed. Failure to adhere to these rules could result in discontinuance of the individual or group’s use of the meeting rooms. 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 this policy. In addition, due to unforeseen circumstances, the Library reserves the right to cancel confirmed meeting reservations.

Government Agencies, Non-Profits, and Candidates and Elected Officials

Government agencies, with the exception of the Event and Multipurpose Rooms at the Brookwood Library, may apply to use library meeting room spaces for free during open library hours, regardless of whether the meeting is public or private. For the purposes of this policy, a government agency is defined as an organization whose main source of funding is either federal, state, or local tax-collected dollars. The Hillsboro School District and WCCLS are government agencies.

Non-profits who are able to confirm their 501(c)3 non-profit status , may apply to use library meeting room spaces for free during open library hours, with the exception of the Event and Multipurpose Rooms at the Brookwood Library, regardless of whether the meeting is public or private. We consider homeowners’ associations (HOAs) and community- or neighborhood-based advocacy groups to be non-profits for the purposes of this policy.

Candidates and elected officials are welcome to use Library meeting room spaces for free during open library hours for any business related to open dialogue with their constituents. An example of an acceptable use would be a town hall meeting or an open listening session. Single candidate campaigning, fundraising, or similar would be considered a private use and would

have an associated fee. Exceptions to this will be made for candidate forums with more than one candidate in attendance and where funds are not being raised.

Reserving a Room; Room Specific Rules

Requests for scheduling a room for a group must be made by an individual responsible to that group. All applications must include the contact information for the individual in charge during that room rental reservation; that individual must remain on the premises and maintain supervision during the time the group has reserved the meeting room.

Meeting Rooms and Event Spaces

The meeting rooms and event spaces available for reservation include the Event, Multipurpose, Board, and Community Rooms at the Brookwood Library, and the Meeting Room at Shute Park. Other rooms, including the study rooms, Conference Room A and B at Brookwood, and the Hughes Conference Room, are treated as study rooms, with rules for use outlined below.

With the exception of the Event and Multipurpose Rooms at the Brookwood Library, reservations of meeting rooms may be made up to 90 days in advance. Reservations for the Event Room and the combination of the Event and Multipurpose Rooms at Brookwood may be made up to a year in advance.

All departments of the City of Hillsboro, Washington County Cooperative Library Services, the Hillsboro School District, the Friends of the Hillsboro Public Library, and the Library Foundation of Hillsboro are able to reserve any meeting room six months in advance.

We ask that all reservations be made at least four days in advance for room use outside of open hours. We may not be able to accommodate room use outside of open hours on short notice

Groups or individuals may not reserve meeting rooms more than three times in any 30 day period.

Room equipment and occupancy varies. Updated information on each room, the occupancy of the room, and the available equipment is available on the Library's website.

We understand there may be some room uses that do not fall within these guidelines. Please contact Library staff with questions about potential exceptions.

Study Rooms

Hillsboro Public Library provides six small (capacity four people) and two large (capacity eight) study rooms on the second floor of the Brookwood, which are available between 8am and closing. At the Shute Park Library, the Hughes Conference Room is, for the purposes of this policy, treated as a study room, and is available between 10am and closing.

Study rooms are not available after the Library has closed. There is no fee for use of these rooms. Study rooms may be reserved for periods of four hours or less up to 30 days in advance. All users are limited to two reservations per week. Use is on a first-come, first-served basis, and limited to four hours per day unless no one else has a reservation or is waiting. Reservations will be held for up to 15 minutes after the reservation beginning time. Conduct and noise is expected to be kept to a level conducive for study by occupants in the adjacent study rooms. Rooms must be vacated promptly at the end of the reservation.

Using Library Meeting Room, Event, and Study Spaces

All meeting activities must take place within the reserved meeting room, and not spill into other spaces, inside or outside the Library.

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 and are only available in the Multipurpose Room, attached to the Event Room.

Alcoholic beverages may be served at private meetings or events. Typically, alcohol may only be served when the Library is not open to the public. Prior approval of the Hillsboro Public Library Board and an Alcohol Use Application and a Certificate of Insurance is required. 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 City of Hillsboro Alcohol Use Policy if alcohol is to be served

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. Materials must not be attached to the walls using tacks, pins, nails, etc.

Regardless of rate type, meeting room users are responsible for their own set-up/clean-up of tables, chairs, and equipment and should allow time needed for this in their reservations.

Room Use Fees

The Hillsboro Public Library maintains a fee schedule for meeting room and event space use. This fee schedule is reviewed annually by the City of Hillsboro. The Hillsboro Public Library does not charge a deposit for the use of space, though a user will be charged for damage sustained during their room rental time, or exceeding their reservation time.

Rate Types

The Hillsboro Public Library has three levels of rate types. They are:

1. Hillsboro Public Library and City of Hillsboro use. This includes use by the Friends of the Hillsboro Public Library the Library Foundation of Hillsboro.

2. Standard rate. Applies to private organizations and individuals, regardless of whether the meeting is public or private. All meeting room use outside of open library hours will incur a fee.
3. Non-profit rate. Groups within this rate type may use the Library's meeting rooms, though not the Event Room, during open hours for no room fee. All meeting room use outside of open library hours will incur a fee. Limits for the number of reservations and how far in advance reservations can be placed will apply.

A/V Support

Digital projectors, screens, and sound systems are available in all meeting rooms and event spaces. Set up instructions and basic troubleshooting options are available in each room; assistance with set up is available for a fee in these rooms. The Library is unable to provide A/V support throughout the duration of your meeting or event. While staff may be available to assist you with questions, in general, users of our meeting room spaces must be in charge of their own A/V set up and use. Fees for A/V are charged only if staff assistance beyond general directions is requested and may be charged to you following your reservation if necessary.

Currently, in the large study room spaces at Brookwood, digital screens with connectors are available. Set up instructions and basic troubleshooting options are available in each study room. While staff may be available to assist you with questions, in general, users of our study room spaces must be in charge of their own A/V set up and use.

A Polycom audio device is available for use in the Brookwood Board Room. This device is used for telephone conferencing. There is a fee charged for each meeting where this device is used.

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.

Room Set Up & Clean Up

Regardless of rate type, meeting room users 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.

Groups must get advance written permission to bring in their own furniture or sound equipment. Storage for meeting materials, including rented furniture, is not available unless the room is additionally rented for that purpose.

Use Outside Open Hours

With the exception of Library and City of Hillsboro use, all meeting room use outside of 10am to closing, regardless of the organization and whether the meeting is private or public, will have a facility use charge.

User Liability

*Library Administrative Rules: Public Use of Library Meeting and Study Rooms
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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.