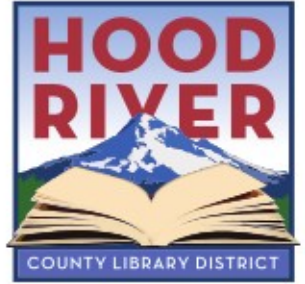


Meeting and Study Rooms Policy



Hood River County Library District ("District") strives to create a warm, welcoming, and enjoyable environment for our patrons, including spaces for the public to use for gatherings and meetings. Although District sponsored events take priority, we welcome all community members to use our spaces as long as they follow the policies of the District. Use of the District's meeting and study rooms does not constitute the District's endorsement of the beliefs or practices of any individual, organization, or group.

Purpose of the Meeting Room

- Meeting room space is reserved primarily for District, Friends of the Library, and Library Foundation activities.
- Nonprofit, civic, community organizations, and government entities may use meeting room space without charge for non-commercial uses such as meetings, lectures, or similar activities, whenever a conflict does not exist with District or affiliate group activities. Such events must be open to the general public to be eligible for free use of the Meeting Room.
- Businesses and commercial organizations may use the Meeting Room without charge for educational and informational purposes, or for staff meetings and trainings, at the discretion of the Library Director.
- Organizations or individuals may use the Meeting Room for commercial activities or private events - which includes selling products or services, fundraising, events where a fee is charged, private parties, or depositions. The cost for such activities is \$20 per hour, billable in one-hour increments. The maximum daily cost for using the Meeting Room shall be \$160. The District may administratively revise rates from time-to-time without requiring an update to this policy.

Meeting Room Rules

The Jeanne Marie Gaulke Community Meeting Room is a limited public forum open to all legal content and viewpoints, subject to the restrictions outlined in this policy.

Reservations and Access

- Space is available to the public on a first-come, first-served basis, and may be reserved up to six months in advance.
- A maximum of two reservations per person or group within any one-month period is allowed due to limited availability. Exceptions may be made for meetings that are not monthly recurring events, at the discretion of the Library Director or designee.
- Operating hours are 6am-11pm. After-hours usage may require additional approval from the Library Director or designee.
- When not reserved, the room is available for walk-in use on a first-come, first-served

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basis, with priority given to groups over individuals.

Capacity and Safety

- Maximum capacity is 49 people, including organizers and presenters.
- Event organizers are responsible for crowd control and ensuring activities remain within the meeting room.
- Events must not interfere with Library District operations.

Organizer Requirements

- Event organizers must be at least 18 years old and assume full responsibility for any injury or damage to District property, building, furnishings, artwork, and equipment.
- The adult signing the meeting room application is responsible for ensuring compliance with this policy, other District policies, accompanying rules, and all applicable laws.
- When youth (17 & under) use the meeting room, at least one adult (18+) must be present at all times.

Room Use and Setup

- Users are responsible for setting up chairs and tables. Furniture may not be moved between rooms without prior staff approval.
- All furniture and equipment must be returned to original locations.
- The room must be left clean, in good repair, and in the same condition as found.
- Materials may not be attached to walls, windows, doors, or furnishings without approval from the Library Director or designee.
- Activities that could adversely impact the facility or furnishings are prohibited.
- Alcoholic beverages are not permitted on District premises, unless as part of a District-sponsored event.
- The District's audiovisual equipment may be available for use in the meeting space. Person(s) hosting the meeting are responsible for requesting training from District staff before the meeting date.

Signage and promotion

- Directional signs may be placed on lower level exterior glass doors and/or in the hallway leading to the meeting room before and during events.
- Library staff may remove signs that interfere with District operations or imply District sponsorship.
- Signs must be removed promptly after events conclude.
- Events shall not be publicized in a manner suggesting library sponsorship or affiliation except those sponsored by the District or affiliate groups.

Liability

- The District assumes no liability for personal injuries or damage/theft of personal property occurring during events.
- All persons and groups using the meeting room must hold the District harmless from liability for injury to persons or property resulting from their activities.
- Violation of District policies may result in denial of future access per the Code of Conduct, and groups causing damage may be liable for repair costs and lose future meeting room privileges.

Use of Study Rooms

The District provides the Kimber and Parker rooms at the Hood River Library as public study rooms during regular library hours. They can be used on a first-come, first-served basis. The District does not take reservations for study rooms. Daily use is limited to two hours. A maximum of five people may use a room at one time.

Exceptions to these policies and rules are at the discretion of the Library Director.

Approved by the Board of Directors: July 12, 2011

Last amended: August 19, 2025

Last reviewed: August 19, 2025