

## **MEETING ROOM POLICY**

Roseburg Public Library has several meeting rooms available for public use.

- Ford Family Room: capacity 104  
Available to the public when the building is occupied or unoccupied by staff. Wireless projector, sound system, and microphone available.
- Deer Creek Room: capacity 80  
Available only when the building is occupied by staff. Projector available.
- South Umpqua Room: capacity 60  
Available only when the building is occupied by staff. Projector available.
- Multipurpose Room #1: capacity 9  
Available only when the building is occupied by staff. Single- and multipoint videoconferencing available.
- Multipurpose Room #2: capacity 9  
Available only when the building is occupied by staff. Single- and multipoint videoconferencing available.
- Study Room: capacity 6  
Available only when the building is occupied by staff. No technology provided.

## **RESERVATION SYSTEM**

Meeting room use is prioritized to Roseburg Public Library/City of Roseburg, Douglas Education Service District (ESD), and Friends of the Library. All other entities must contact Roseburg Public Library at 541-492-7051 to reserve a room.

Users are limited to reserving any room no more than 12 times in one year. Reservations for the Ford Room will be accepted up to 12 months in advance of a meeting. Reservations for all other rooms will be accepted up to six months in advance.

## **USE FEES**

Fees must be paid by cash or check to City of Roseburg.

Roseburg Public Library/City of Roseburg/Douglas Education Service District/Friends of the Library events: no charge

Recognized veterans organizations: no charge

For all other uses:

- Ford Family Room: \$25 when the ESD and/or Library are open to the public; \$75 when the ESD and Library are closed
- Deer Creek Room: \$25
- South Umpqua Room: \$25
- Multipurpose Room #1: For meeting room only or single-point videoconferencing: \$25. For multipoint videoconferencing: Contact ESD for quote.
- Multipurpose Room #2: For meeting room only or single-point videoconferencing: \$25. For multipoint videoconferencing: Contact ESD for quote.

- Study Room: Available at no charge on a drop-in basis for two hours; time may be extended if no one is waiting.

Re-keying fee assessed for lost key associated with Ford Room rental: \$150/incident

## **PARKING**

Limited parking is available in the library lot.

## **PROHIBITED ACTIVITIES/USES**

The following is prohibited in all meeting rooms:

- Alcoholic beverages allowed in Ford Room only. An Alcohol Use Application must be completed and submitted to City of Roseburg Administration at 900 SE Douglas Ave., along with required OLCC permits. Contact 541-492-6866 for information.
- Animals other than service animals. A service animal is defined as a dog or miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the service animal must be directly related to the person's disability.
- Any event at which an admission fee is charged.
- Any event at which future business will be solicited by a speaker through literature available at the meeting.
- Any event at which merchandise is offered for sale. Exceptions are made for Douglas ESD/Roseburg Public Library/Friends of the Library-sponsored events as well as vendors who have a City of Roseburg business license.
- Burning of any items, including candles or incense.
- Commercial activities.
- Smoking, vaping, or aerosolizing. Roseburg Public Library is a tobacco-free facility.
- Staples, tacks, nails, tape, or adhesives on painted surfaces.
- Violations of State and local Fire Codes and OSHA Regulations.
- Weapons of any kind, except as permitted by ORS 166.370.

## **RESPONSIBILITIES**

In case any claim, action, or proceeding is brought against the City in any forum whatsoever by reason of any obligation to be performed under the terms of meeting room use by the user or arising from any act or omission of the user or the attendees and the user shall, upon notice from City, defend at trial and on appeal the City at the sole expense of the user, by counsel of City's choosing. This obligation to defend extends to all manner of proceedings, whether in a judicial, administrative, or other forum.

To the fullest extent authorized by law, the user shall indemnify and hold harmless the City from and against any and all loss, cost, claim, damage, injury, illness, or liability whatsoever, including reasonable attorney fees and costs of litigation and appeal, arising from the activities of the user, subject to the limitations of liability for public

bodies set forth in the Oregon Tort Claims Act ORS 30.26030.300 and the Oregon Constitution.

By virtue of allowing use of a room, the City is not a partner or joint venturer with, or agent of, the user in connection with the activity carried on during use of the room.

Meeting rooms are provided in "as is" condition and order. During use of a room, the user must maintain and secure the room in good, clean, and safe condition. Before leaving, the room and any areas adjacent thereto affected by use of the room must be restored to the condition they were in immediately before commencement of use. Upon expiration of allotted time for use of room, users must peaceably and quietly quit and surrender the room in as good a condition as found. All extra materials must be removed. All garbage must be disposed of in the proper containers.

The user hereby fully and unconditionally waives its individual and collective rights to recover from the City any loss, damage, restitution, or compensation arising out of meeting room use or out of the use of any other City property associated with meeting room use. The City shall in no event be liable for any loss or damage suffered or incurred by the user for any reason whatsoever. Such waiver includes, without limitation, waiver of liability for death, personal injury, illness, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages and rights of subrogation.

Failure to comply with meeting room policies may result in revocation of meeting room use privileges.

**DISCLAIMER**

The City of Roseburg neither approves nor disapproves of the content, topics, subject matter, or points of view of individuals or groups using the facilities.