



RESOLUTION 2022-20
SETTING MEETING ROOM POLICY AND FEES FOR THE
MONROE COMMUNITY LIBRARY

WHEREAS, the City of Monroe has an Intergovernmental Agreement with Benton County and the City of Corvallis to operate the Monroe Community Library that stipulates the meeting room policy and fees shall be the responsibility of the City; and

WHEREAS, the City of Monroe discussed during an open, public Council meeting on June 23, 2022, the conditions and use of publicly owned property within the City of Monroe including the Monroe Community Library; and

WHEREAS, the City Council adopted an ordinance on September 26, 2022, to promote the fair and equitable use of all City property and facilities through policies adopted by Council resolution;

NOWHEREFORE, the City of Monroe resolves to adopt the meeting room policy and fees ("Attachment A") for reserving meeting rooms in the Monroe Community Library. This policy and associated fees will be reviewed annually by the City Council. The City Administrator is authorized to modify or otherwise adjust the Reservation Guidelines ("Attachment B") to reflect changing operational requirements of the City and Library.

Adopted by the City Council this 24th day of October, 2022.

APPROVED:

Dan Sheets, Mayor

Date

ATTEST:

Steve Martinenko, City Recorder



ATTACHMENT A

Monroe Community Library

Meeting Room Policy

The Monroe Community Library provides meeting room space and may be reserved by any community member or non-profit group, although priority is given for Library programs, meetings and other Library sponsored activities, including affiliates such as the Library Foundation and Friends of the Library, followed by City of Monroe Council use. Access to Monroe Community Library meeting rooms is not denied to any person or organization except as stated in the policy.

Educational or 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 Library or Monroe City Council meetings and events. Such activities must be free and open to the general public to be eligible for use of the Meeting Room without charge, otherwise the non-profit rate will be assessed for use of the room. The library or its affiliates will not be charged a rental fee. No products or services may be advertised, solicited or sold, with the exception of books, CDs and other resources sold at the Monroe Community Library, through City of Monroe organized events, or in conjunction with community sponsored events that have a permit from the City of Monroe.

Meeting Room use does not constitute endorsement by the Monroe Community Library, contractors engaged in operating the library on behalf of the City, or the City of Monroe of the beliefs or ideas expressed by organizations using the space. Events or meetings will not be publicized in a manner suggesting library, contractors, or City of Monroe sponsorship or affiliation. The library's name, address, email, or phone number may not be used as the contact information for any meeting except that which is sponsored by the Monroe Community Library.

Reserving a Meeting Room

Meeting room reservations may be made by calling the Monroe Community Library during normal operating hours.

Reservations are accepted on a first-come, first-served basis for available periods up to six months in advance. In order to allow maximum access to the rooms, rooms may be reserved no more than four times per month by the same group or individual, with the exception of Library or Monroe City Council meetings and events. Meeting rooms may be reserved for up to six hours from 8:00am to 10:00pm Monday-Saturday. Other arrangements must be approved by library staff and the City of Monroe. Keys should be returned to the library as soon as possible after an event and in no case later than 24 hours after the event. The room cannot be reserved again until the key is returned from previous reservation. Only one meeting can be reserved per day, per group or individual.

After the reservation is accepted and fees paid, the building key may be picked up at the library during normal library hours. When the key is picked up, a copy of this policy will be included as well as the Meeting Room Guidelines. This will be signed by renter to acknowledge receipt of both documents. The key is to be returned to library staff during open hours and in library book drop after hours or on weekends. The signed guideline indicating all items have been completed will be returned with the key.



Monroe Community Library Meeting Room Policy

Guidelines for using the Meeting Rooms

Guidelines are established for the use of library meeting rooms. These must be followed by all renters and their guests in order to retain meeting room privileges. Failure to comply with the policy or guidelines will result in withdrawal of room reservation privileges.

Alcoholic Beverages and Tobacco Products

Alcohol, smoking, chewing tobacco, and illegal drug use are forbidden in the building or on the property. Groups or individuals violating this policy may be excluded from future use of the facility.



Monroe Community Library Meeting Room Policy

Fees

Fees are established by City of Monroe Council resolution and must be paid prior to the event. Deposits will be refunded after inspection of facility for damage or the need for additional cleanup. Advance notice of 48 hours is required for canceling a reservation, otherwise any deposit is forfeited.

Area	Non-Profit	Others
Large Room	\$20/Hr (\$100/Day)	\$25/Hr (\$150/Day)
Small Room	\$10/Hr (\$100/Day)	\$15/Hr (\$150/Day)
Kitchenette	\$15/Hr (\$150/Day)	\$20/Hr (\$200/Day)
Event Rental	\$250/day	\$400/day

- **Event Rentals** are defined as activities that are open to the general public; occur over 1 day; or expect a crowd of more than 75 persons over the requested time period. Both rooms and the kitchenette are included in the rental. Minimum rental is one day.
- **2-hour time blocks.** Minimum reservation time is 2 hours. Reservation time must include time to set up and tear down.
- **Refundable deposit:**

Room	\$45
Kitchenette	\$25
Event Rental	\$120
- **Re-Key Charge:** \$200 minimum for the cost of re-keying the entire building in the event the key is not returned following facility use.
- **Cancellation.** 100% forfeiture of deposit if cancellation is made within 48 hours of the scheduled event.



ATTACHMENT B

MONROE COMMUNITY LIBRARY

MEETING ROOM RESERVATION GUIDELINES

Renters are responsible for all content and must adhere to these rules and policies within. Rules are subject to change without notice.

1. Meetings must not interfere with library operations. Noise and overcrowding are not permitted. The Monroe Community Library, after consultation with the City, may exclude or cancel meeting room activities that may interfere with the library's primary function as a sanctuary for reading, writing and quiet contemplation.
2. The representative for any group is responsible for ensuring that the group abides by the terms of this policy and any accompanying rules of use. Violation of these terms may result in denial of future access to the space.
3. Rental time begins at the scheduled start time and ends at the scheduled stop time. All set up and clean up must be completed within this time frame. You must be vacated from the rental space by the scheduled end time.
4. The representative for any group wishing to book the room must be a responsible adult of at least twenty-one years of age. This person shall assume full responsibility for any injury or damage to District property, building, furnishings, artwork, or equipment that results from the group's use of the facility.
5. When library space is to be used by groups, organizations of students, or others younger than age eighteen, the following number of adults are required for each age group of children:
 - Ages 0-2: 2 adults per 4 children
 - Age 2: 2 adults per 5 children
 - Ages 3-4: 2 adults per 10 children
 - Ages 5-17: 2 adults per 15 children
6. People attending meetings must make their own provisions for child care and supervision. Children under the age of eight must not be left unattended in the library or meeting room.
7. Attendance is limited by the maximum room capacity of 63 people in the large meeting room and 32 people in the small meeting room. For events only, the hallway has additional capacity for 62 occupants. Meeting organizers are responsible for crowd control.
8. Users are responsible for setting up chairs or tables. Furniture may not be moved from one room to another without staff approval. All furniture and equipment must be returned to their original locations.
9. It is the responsibility of the applicant group to provide any necessary equipment for the meeting. The library provides access to wireless Internet, which patrons may use with their own devices. Patrons are responsible for configuring their own computers and operating their own equipment.



MONROE COMMUNITY LIBRARY **MEETING ROOM RESERVATION GUIDELINES**

10. Materials are not to be attached to walls, windows, doors, or furnishings except with permission of the City of Monroe. Activities which the City determines would adversely impact the facility or furnishings will not be allowed.
11. Advertising, displays, pamphlets and other printed or audiovisual materials may not be displayed or distributed outside the hallway adjacent to the meeting rooms.
12. Unauthorized reproduction or public display of any material in the Meeting Rooms is prohibited if it is not covered by a public performance license for the organization or for which a written waiver of the applicable rights has not first been obtained. Example: movie showing.
13. Storage of materials is not provided.
14. No furniture or equipment shall be removed from the premises unless it has been rented.
15. No portable heaters are allowed.
16. No animals allowed, except for Guide Dogs for the Blind or assistance animals for impaired or disabled persons.
17. All City of Monroe buildings including the Community Library are alcohol and smoke-free facilities.
18. Criminal activity is not allowed.
19. Meals may not be prepared in the facility; however, refreshments, pre-packaged or prepared food may be consumed provided the group cleans the meeting room following the event. Renters are responsible for their own supplies, plates, cups, napkins, etc. No alcoholic beverages may be served.
20. The City reserves the right to exclude or cancel meeting room activities when group has defaulted on proper cleaning of meeting room on more than two occasions.
21. The Library and City do not assume liability for personal injuries, nor does it assume liability for damage or theft of personal property which occur as a result of the actions of the sponsors or participants in meetings scheduled in City facilities.
22. Canceling a reservation may be done by contacting a Library staff member. Groups which default on more than two reservations without prior notification to the library will forfeit standing reservations.



MONROE COMMUNITY LIBRARY **MEETING ROOM RESERVATION GUIDELINES**

23. Groups are responsible for taking care of the meeting room during their reservation period and are liable for any damage incurred. After using a meeting room, groups must ensure the room is returned to its original state, including:

- chairs are stored
- tables folded and stored
- kitchenette cleaned
- faucets turned off
- garbage properly disposed of
- tables wiped off after meetings with food, beverages, or crafts activity
- room swept, if necessary

24. Damaged equipment

While the Library and City work hard to maintain equipment, plumbing, and the myriad parts of a facility, the reality is that something breaking down can be expected when so many things are involved. Unless the breakage is caused by renter mishandling of an item, we will take responsibility for fixing it. We ask all renters to alert library staff immediately if anything is not working properly, so the right professional can handle the problem as soon as possible. We also ask everyone to alert library staff in advance if they anticipate a problem with some aspect of the facility.