OAK LODGE PUBLIC LIBRARY - COMMUNITY ROOM REGISTRATION

| Name of Group: | | | | |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--|
| Purpose of Meeting/Event: | | | | |
| Person Responsible: | | Office/Title in Group: | | |
| Ac | ldress: | | | |
| Phone: Email Address: | | | | |
| First Requested Reserve Date: | | Time/Length: | | |
| a r Re are Re | eservation is required to use the roo gistration form is on file at the librate renewable. When the Person Responses | or meetings, presentations, or other events. For groom. The room may be reserved in advance if a validary. Approved <i>Community Room Registrations</i> are onsible in the group changes, a new form must be degroup") must check in before each reserved use a grules apply: | Community Room valid for one year, and completed. The Person | |
| 1. | The Community Room holds 20-30 people and is available for use during the regular library hours. | | | |
| 2. | Reservations can be made in person or by calling the library at 503.655.8543. Reservations must be in place at least two hours before the start time of the reservation, and may be made up to 90 days in advance. | | | |
| 3. | Users must follow library policies and may not interfere with proper functioning of the library. | | | |
| 4. | Users may not operate a business from the library or use the library's address as its mailing address. | | | |
| 5. | Smoking, candles, open flames and flammable items are not allowed in the library. | | | |
| 6. | The Community Room is not designed for food service. Light refreshments or brown bag lunches are permitted. Alcohol is not allowed. Groups are responsible for clean-up and for returning furniture to its original position. | | | |
| 7. | Neither the Clackamas County Library Advisory Board nor Clackamas County is responsible for accidents, injury or loss of individual or group property while groups are using the Community Room . Each group is responsible for its own equipment and for the security of personal belongings. | | | |
| 8. | . Users will be held responsible for any damage caused by their use of the room. | | | |
| tha | | comply with all the rules and regulations set forth a conally responsible for the above group's conduct, freplacement of stolen equipment. | _ | |
| Sig | Signature Date: | | | |
| OAK LODGE PUBLIC LIBRARY 3783 SE Concord Rd. Oak Grove, OR 97267 | | Approved Date: | Staff Initials: | |
| 56 | 2.0.0, 01.7.20, | Renewed Date: | | |
| | evised September 2018 olicy Adopted by CCLAB September 16, 2018 | Renewed Date: | | |