

# OAK LODGE LIBRARY - COMMUNITY ROOM REGISTRATION

Name of Group: \_\_\_\_\_

Purpose of Meeting/Event: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Office/Title in Group: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

First Requested Reserve Date: \_\_\_\_\_ Time/Length: \_\_\_\_\_

The **Community Room** is available for meetings, presentations, or other events. For groups of eight (8) or more, a reservation is required to use the room. The room may be reserved in advance if a valid *Community Room Registration* form is on file at the library. Approved *Community Room Registrations* are valid for one year, and are renewable. When the Person Responsible in the group changes, a new form must be completed. The Person Responsible (or "a representative of the group") must check in before each reserved use of the room. For those wishing to use the room, the following rules apply:

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 Library Board of Trustees 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.

I have read, understood, and agree to comply with all the rules and regulations set forth above. I further affirm that I am of legal age and will be personally responsible for the above group's conduct, for the repair of damage to equipment or facilities, and for the replacement of stolen equipment.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**OAK LODGE LIBRARY**  
16201 SE McLoughlin Blvd.  
Oak Grove, OR 97267

Approved Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Renewed Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Renewed Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Renewed Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_