McMinnville Public Library Meeting Room Policy

The McMinnville Public Library meeting room, The Carnegie Room, is used for Library sponsored programs. Library sponsored programs are:

- Library staff meetings
- Friends of the Library events
- Library Foundation events
- City of McMinnville meetings
- Other government meetings and programs as availability allows
- Programs that are free, open to the public, and educational. The purpose of the event must not be to sell or promote a product or program.

In order to keep our meeting room free for groups to use and ensure that the programs we host will support the mission and purpose of the library, outside groups must fill out the following application.

If you would like to host an event in the Carnegie Room, it must address the Library's mission: "Read, Learn, Grow, Inquire." Or it may address at least one of the following community-selected service priorities of the Library Strategic Plan:

- Create Young Readers: Early Literacy
  Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

- Learn to Read and Write: Adult, Teen, and Family Literacy
  Adults and teens will have the support they need to improve their literacy skills in order to meet their personal goals and fulfill their responsibilities as parents, citizens, and workers.

- Understand How to Find, Evaluate, and Use Information: Information Fluency
  Residents will know when they need information to resolve an issue or answer a question and will have the skills to search for, locate, evaluate, and effectively use information to meet their needs.

- Visit a Comfortable Place: Physical and Virtual Spaces
  Residents will have a safe and welcoming physical place to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support social networking.

Please explain how your program reflects either the mission of the Library or the service priorities shown above.

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Rules of Use

Publicity: Your group is responsible for creating flyers and print advertisements. The Library must be listed as a co-sponsor of the program or event and advertising should include the McMinnville Public Library name or logo (contact Alice Darnton at alice.darnton@ci.mcminnville.or.us for a .jpg of the logo). Flyers must be submitted electronically and approved by the library prior to printing and posting. The library will publicize events in the News-Register event listings, the MDA newsletter, on the library website, and through various library social media outlets (Facebook, Twitter, mailing lists, etc.). and distributing them in the community. We can provide you with a Library logo to put on the poster, and will put up posters you send to us within the Library.

Guidelines: For outside groups to use the Carnegie Room, a representative for that group needs to check out a key from the library circulation desk. The room needs to be locked securely at the end of the program and the key must be returned to the circulation desk or in the library book drop at the end of the meeting.

Meetings must end 15 minutes prior to the closing of the library unless otherwise arranged with library staff ahead of time. All meetings must end by 8:45pm to allow for the library custodial staff to clean the room.

Groups using the room will be responsible for the set-up and for returning the room and equipment to its original configuration. Groups should not remove or rearrange fixtures or decorations in the room.

Users are responsible for cleaning up and for any damage to library property or facility. The Library may charge for damage and cleaning. The Library assumes no responsibility for personal belongings.

No alcoholic beverages may be served without the prior permission of the McMinnville City Council.

The use of the Carnegie Room shall conform to all local, state and federal laws. State law prohibits smoking in all public facilities.

The library expects users to be considerate of library patrons and activities. The Library Director or her/his designee has the authority to terminate any meeting that disrupts library operations.

Deviations from the above policies will jeopardize future access to the facilities.

Room capacity: 144 people standing or sitting only, 120 people standing or sitting with chairs, 68 people with chairs and tables. Parking is limited. Programs that are expecting over 25 attendees should talk with Library staff about parking alternatives.

Contact: Children's Programs contact Kimbre Chapman at kimbre.chapman@ci.mcminnville.or.us or 503-435-5569.

Adult Programs contact Alice Darnton at alice.darnton@ci.mcminnville.or.us or 503-435-5568.

McMinnville Public Library Carnegie Room Agreement

Event name:_____

Event description:

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Event date, start and end time:_____

Setup time:_____

Anticipated number of attendees:_____

Contact name:_____

Contact phone:_____

Contact email:_____

Equipment needed:

- PC
- Projector
- DVD player
- Screen
- Microphone
- Tables: number needed_____
- Chairs: number needed_____

I have read and agree to the McMinnville Public Library Carnegie Room Policy.

_____ _____

Signature Date

Staff Contact:_____