

# Forest Grove City Library Rogers Room Use Policy

## **Policy Statement**

To promote the mission of the Forest Grove City Library of bringing people, information, and ideas together to enrich lives, the Rogers Room meeting space is available for use by the Library, the City, and the community. It is desired that a wide variety of meetings, programs, presentations, lectures, and events be held in the Rogers Room.

The Rogers Room will be used for activities by or sponsored by the Forest Grove City Library, the Friends of the Forest Grove Library, the Forest Grove Library Foundation, the Forest Grove Library Commission, and the City of Forest Grove.

When not in use for library or city related activities, the Rogers Room can be rented for non-profit use by organizations or individuals. Entrance fees or payments for services cannot be charged, merchandise cannot be offered for sale, and future business cannot be solicited by a speaker through literature made available or contacts developed at the meeting.

The Rogers Room is available for public and private meetings in compliance with the American Library Association's Library Bill of Rights: "Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

The use policy for the Rogers Room and the hourly rental fee are set and approved by the Forest Grove City Council. Regulations and procedures for use of the Rogers Room are established by library staff.

## **Description of the Rogers Room**

The Rogers Room is a low-cost meeting room in downtown Forest Grove. Its location makes it a desirable and convenient location for an event. Use of the Rogers Room brings visitors into the Forest Grove City Library who might not otherwise visit the library.

The maximum number of attendees in the Rogers Room for an event is 100. There are adequate chairs and tables for 100 attendees.

A projector screen and dry erase board are available. No audiovisual equipment is supplied by the library, but personal equipment can be used. There are a number of electric receptacles around the room. Public Wi-Fi is available in the Rogers Room.

No kitchen or food preparation area is available and dishes cannot be cleaned at the library so any kind of food or drink service for an event is limited. Kitchen and cleaning supplies are not provided.

Restricted access to the Rogers Room through the emergency exit doors at the back of the library is allowed if requested when making a room reservation.

Parking is available in the back parking lot south of the library (entrance from Ash and Birch Streets), on Pacific Avenue north of the library, and east of the library on Ash Street. Parking space in these areas is limited. For evening and Saturday events, large groups can park in the City of Forest Grove parking lot across from the library's (entrance from Birch Street).

## **Reservation Procedures**

Reservations for rental of the Rogers Room must be made in advance.

The contact person making the reservation and agreeing to the conditions of room use must be 18 years of age or older.

Reservations for rental of the Rogers Room can be made up to 12 months in advance.

Reservation application forms are available:

online at [forestgrove-or.gov/library](http://forestgrove-or.gov/library)

by emailing [fglmeetingroom@forestgrove-or.gov](mailto:fglmeetingroom@forestgrove-or.gov)

by calling 503 992-3247

at the library, 2114 Pacific Avenue, Forest Grove, OR

Confirmation will be sent via email or by telephone when the reservation application has been received and approved.

## **Room Availability and Rental Fees**

The Rogers Room is available for rental during the library's open hours when it is not scheduled for library or city-related events and activities.

- Monday – Wednesday, 10:00 am – 8:00 pm
- Thursday – Saturday, 10:00 am – 5:00 pm

All individuals renting the Rogers Room must exit the library before closing.

An hourly rental fee will be charged for use of the Rogers Room.

- \$7.25 per hour – up to 30 participants
- \$14.50 per hour – up to 100 participants

Payment must be received before using the Rogers Room; cash, check, money order, and credit/debit card are accepted.

Individuals and organizations should allow time for set up and clean-up of the Rogers Room when making their reservation.

No refund will be issued for cancellations made the day of the reservation or if the user does not show up.

**ROGERS ROOM  
 FOREST GROVE CITY LIBRARY  
 2114 PACIFIC AVENUE, FOREST GROVE, OREGON 97116  
 RESERVATION APPLICATION and AGREEMENT**

Complete both parts of the reservation application and agreement and submit to:

**Forest Grove City Library  
 Attn: Accounts Payable  
 2114 Pacific Avenue  
 Forest Grove, OR 97116**

**E-mail: fglmeetingroom@forestgrove-or.gov  
 Fax 503-992-3333  
 Telephone: 503-992-3247**

Name of Meeting or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

City/State/ Zip code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Time Meeting Begins: \_\_\_\_\_ Time Meeting Ends: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Open to the Public: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

I have read and understand the Rogers Room Use Policy and agree to abide by the room use regulations.

\_\_\_\_\_  
 Signature of Contact Person

\_\_\_\_\_  
 Date

Room Rental Fees:	
TOTAL DUE:	
Amount Paid:	
Reviewed by: _____ <i>Accounts Payable</i>	Date: _____
Approved by: _____ <i>Director/Designee</i>	Date: _____

<b>Users of the Forest Grove City Library Rogers Room agree to abide by the following room use regulations. Please read and initial each item.</b>	
	<p>The Rogers Room can be reserved for non-profit use only</p> <ul style="list-style-type: none"> <li>• Entrance fees or payments for services cannot be charged</li> <li>• Merchandise cannot be offered for sale</li> <li>• Future business cannot be solicited by a speaker through literature made available or contacts developed at the meeting</li> </ul>
	Use of the Rogers Room must not be disruptive to others present in the library or to normal library operations and activities
	Smoking and all tobacco use is not allowed
	Alcohol is not allowed
	Burning of any item including candles or incense is not allowed
	Use of paint, stains, adhesives, or similar items with a strong odor is not allowed
	Only refreshments and catered meals are allowed; no kitchen or food preparation area is provided
	Children are not to be left unsupervised in the library while parents and other adults are attending an event in the Rogers Room
	No audiovisual equipment is supplied, but personal equipment can be used; public Wi-Fi is available
	The maximum number of attendees in the Rogers Room is 100
	<p>Publicity should not imply library or city approval or sponsorship of the event or of the organization using the Rogers Room</p> <ul style="list-style-type: none"> <li>• Library staff can ask to see publicity for an event before the reservation is approved</li> </ul>
	<p>Set up and clean-up of the Rogers Room is the responsibility of the user</p> <ul style="list-style-type: none"> <li>• User must remove all supplies, catering equipment, food, and other items belonging to the user</li> <li>• User must put all trash and recycling into designated containers</li> <li>• User must return the Rogers Room to its original configuration; wipe down and put away tables, stack and put away chairs</li> </ul>
	User will be responsible for any additional charges made for cleaning, repair of damage, or replacement of items
	Violation of room use regulations and procedures will result in prohibition of future rental of the Rogers Room
	Special arrangements can be made for use of the Steinway grand piano