
MEETING ROOM POLICY

POLICY: The Tigard Public Library provides study rooms and a flexible multi-use space for meetings and programs that serve an educational, recreational, cultural, or civic purpose.

When not in use for library activities, rooms can be reserved for public or private gatherings.

The Library does not advocate for or endorse the content, topics, subject matter, or points of view of individuals or groups using reservable rooms.

No fees may be charged to those who join a gathering in any reservable library room, and reservable rooms may not be used to promote or sell products or services.

No group may use reservable rooms in a way that is disruptive to library services or operations, or which causes a threat to the safety of library staff, patrons, or property. Users must follow all library policies, state and local laws.

Organizers of public events may not restrict participants from an event based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, or age as stated in Oregon Revised Statute 659A.403.

Organizers of public events may not require participants to provide personal information at an event.

Groups may not promote or imply that meetings or programs are endorsed or sponsored by the Tigard Public Library, and may not use City of Tigard or Tigard Public Library logos on any meeting-related information. Any publicity for meetings or programs that include the name or address of the library must clearly indicate that the event is not sponsored by the Tigard Public Library, using this wording: "This event is not sponsored by the Tigard Public Library. For more information, contact [provide organization's contact information]."

Users must adhere to posted room capacity.

Users must follow these room use guidelines:

- The flexible multi-use space can be reserved for groups of 4-16 people, four hours per week, up to 90 days in advance.
- Study rooms can be reserved for groups of 1-6 people, two hours at a time, once per day, up to one week in advance.
- For the current day, all rooms are available for private use on a first-come, first-served basis for two hours at a time.
- Reservations can be made online through the library's website or by asking a library teammate at a reference desk.
- Registration form submissions are required for the flexible multi-use space.
- Reservable rooms close 15 minutes before library closing time.
- If user has not arrived 15 minutes past their scheduled reservation time, room will be released to available status.
- Public events in the flexible multi-use space will be posted in a designated area outside the room.
- Please leave the room in good order for the next user.