



# Room Use in the Tigard Public Library

## 13500 SW Hall Blvd, Tigard

### Policies and Rental Procedures

The **Community Room** is available for rent Monday through Sunday 8:00 a.m. to 10:00 p.m.

The **2nd Floor Conference Room** is available for rent during normal Library business hours.

Please contact room reservation staff at 503-718-2641 or email [reservations@tigard-or.gov](mailto:reservations@tigard-or.gov).

#### Making a Reservation:

- All reservations require submission of a *Tigard Library Room Reservation Application*. The person signing the application must be present at the function and will be responsible for ensuring the room use policies and procedures are followed.
- Reservations must be made a minimum of 5 business days prior to the event.
- Applicants must be 18 years of age or older.
- All fees, including the \$100 refundable security deposit (if required), must be paid at the time the reservation is made.
- Only new Community Room users are required to meet with Public Works staff prior to the event to go over access, security, room configuration, lighting and special needs.
- Upon approval of the *Room Reservation Application*, a letter confirming the use will be sent to the applicant. The applicant may be asked to show the confirmation letter when picking up the key.

#### Rental Fees:

The rental rates shown are **hourly rates**. Fees charged will be based on ½ hour increments. The minimum reservation period is two hours. Include time in your reservation request for both set-up and clean-up. Please see the “Group Classifications” below to determine which fee category is applicable.

Pantry access includes: access to a microwave, refrigerator, dish washer, sink and counter space. The pantry may be used as a staging area to serve food. Due to health code restrictions, food preparation is not allowed within the facility.

Community Room	Group 1	Group 2	Group 3
Room rental – 160 person capacity	\$25.00	\$40.00	\$50.00
Pantry rental	All groups \$5.00 per hour		

Conference Room	Group 1	Group 2	Group 3
Room rental – 22 person capacity	\$5.00	\$10.00	\$15.00

#### Group Classifications

The Library and other City business have priority room use. For the purpose of scheduling all other events and determining fees, groups will be classified as shown below:

##### Group 1: **Tigard Residents**

For purposes of determining group classification, a resident is defined as:

- An individual who resides or owns property within the city limits of Tigard;
- A business whose office is located within the city limits of Tigard and the business has paid their current business tax. Individuals who are employees of a business located within the city limits of Tigard, but do not reside or own property within the city limits, are **NOT** considered Tigard residents.

##### Group 2: **Profit Events by Tigard Residents**

A profit event is defined as one that promotes a for-profit business. A profit event may include an event in which an entrance fee is charged; or where merchandise is offered for sale; or where future business will be solicited by a speaker or through literature available at the meeting.

##### Group 3: **General Public**

Individuals and profit organizations located outside of the city limits of Tigard.

The City’s goal is to allow as many different groups as possible an opportunity to use the facilities. Room use may be reserved up to six months in advance of a function.

#### Security Deposit:

The \$100 refundable security deposit (if required) must be paid at the time the reservation is made. Refund of the security deposit is based on whether **ALL** policies and procedures have been followed. The City will determine the amount of the security deposit to be refunded based on the applicant’s checklist and input from the City’s maintenance department. If any of the deposit is kept by the City, a listing of how the deposit was applied will be provided to the room user. Refunds generally take 3 to 4 weeks to process, but may take longer if any additional cleaning or repairs are required.

## Security Alarm Fee:

When the Community Room is used, a room user may be required to disarm the system upon entering the building or alarm the building at the end of the event. The City will provide directions on how to deactivate the alarm system when entering the building and how to activate the alarm when exiting the building. If the security alarm is triggered by a room user and a city employee is required to respond to the alarm, the following sanctions will be imposed:

First time call-out: \$50.00 charge, Second call-out within a one-year period: \$75.00 charge, & Third call-out within a one-year period: \$75.00 charge and suspension of room use privileges for three months.

## Miscellaneous Guidelines:

1. The room key must be picked up at the Police Records window. Police staff can release the key no more than 15 minutes prior to the reservation time. The room must be vacated at the scheduled time and all doors to the room and/or building must be locked. The key and *Checklist for Meeting Room Users* are turned in at the Police Department no later than the reservation end time. Failure to vacate the premises and return the key to the Police Department by the event ending time indicated on the *Room Reservation Application* will result in a charge of \$25 per hour.
2. **Activities must not be disruptive to others present in the building.** Tables and chairs are provided in each room. Please note that City staff cannot provide supplies or office support. No audio or visual equipment is provided.
3. Smoking is prohibited within the Library and courtyard and within 10 feet of the building exterior.
4. Use of open flame, candles, glitter or confetti are not allowed. Helium balloons may be used, but if they escape and city staff is required to retrieve them, the applicant will be charged. Play structures, including inflatable ones, are not allowed.
5. Materials or decorations may be attached to fabric wall coverings only with T-pins or push-pins. Please do not attach anything to painted walls.
6. Alcohol is not permitted in or on the premises of the Library.
7. All publicity must carry the name of the organization sponsoring the program or meeting. The Library shall not be identified or implied as a sponsor. Room users are prohibited from posting or distributing materials in the Library building without prior approval from Library administration.
8. Rental of the Community Room is for the room and/or pantry only. The courtyard and lobby may not be used for the event.
9. Beverages are allowed, however, dark juices are not. (Dark juices are prohibited because stains are difficult to remove from the carpet.)
10. Caterer carts are not to be taken through the lobby. A side entrance, by the pantry, is available for entering. The room user must be present and is responsible for opening the door by the pantry for the caterer.
11. Functions must not violate City of Tigard ordinances or state statute.

## Parking Requirements and Courtesy to Library Operations:

The Library will be open for business during most scheduled functions. User functions may not disrupt Library activities or patrons. **When an event takes place during hours that the Library is open, parking is not allowed in the Library parking lot. Parking is also prohibited at the Tigard Christian Church located across the street from the library. Event parking is allowed at Tigard City Hall.** Please include parking information in your invitations or promotional materials. The Library Director or designee may terminate any function that is disruptive to the Library's operations. If a group is asked to leave the building during a function because of a failure to follow the room use policies, the group's rental fee will not be refunded.

## City Liability:

All groups or individuals using City rooms agree to take appropriate measures to protect, indemnify, and defend the City, its elected and appointed officials and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending any such claim. The City, its elected and appointed officials and all employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in the building.

## Cancellations/Rescheduling:

Please submit cancellations, in writing, no less than two (2) weeks prior to the scheduled event. A \$10.00 service charge will be assessed for each cancellation or rescheduled date. Room rental fees will be forfeited if an event is cancelled with less than 2 weeks notice.

All efforts will be made to keep the room schedule intact; however, the City retains the right to cancel or relocate a function.

## Submitting an Application:

Reservations must be made at least 5 business days prior to the event, and can be made by doing one of the following:

- 1) Mail in a completed *Room Reservation Application* along with full payment to the City of Tigard, Public Works Dept., 13125 SW Hall Blvd., Tigard, OR 97223 (please make checks payable to The City of Tigard)
- 2) Hand deliver the completed *Room Reservation Application* along with full payment to the Public Works Building located at 8777 SW Burnham St. Payment may be made by cash, check, Visa or MasterCard.
- 3) Fax in a completed *Room Reservation Application* **and** a completed *Credit Card Authorization* form to 503-684-8840.

**All applications and authorization forms can be found by going to our website at [www.tigard-or.gov](http://www.tigard-or.gov).**

**If you have any questions, please contact the City at 503-718-2641 or [reservations@tigard-or.gov](mailto:reservations@tigard-or.gov).**