



## Meeting Room Rental Application

*Due two weeks prior to event*

Group/Event: \_\_\_\_\_ Applicant: \_\_\_\_\_  
 Purpose of Meeting: \_\_\_\_\_ Address: \_\_\_\_\_  
 Room(s) requested: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Date(s) requested: \_\_\_\_\_ Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
 Total hours: \_\_\_\_\_ Number of guests: \_\_\_\_\_ Reservation Hours: \_\_\_\_\_ to \_\_\_\_\_ (With set-up & clean-up)  
 Actual meeting time: \_\_\_\_\_ to \_\_\_\_\_

\$ \_\_\_\_\_ Room Use fee (Cash  Check  Credit Card [Visa/MasterCard/debit cards only], paid in person

**DO YOU NEED:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Assistive Listening Device | <input type="checkbox"/> Microphones        | Do you plan to serve snacks/food?                        |
| <input type="checkbox"/> Podium                     | <i>(call to arrange type)</i>               | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <input type="checkbox"/> Easels                     | <input type="checkbox"/> Electrical Cords   | Do you need kitchen access?                              |
| <input type="checkbox"/> Directional arrow sign     | <input type="checkbox"/> Extra garbage cans | <input type="checkbox"/> YES <input type="checkbox"/> NO |

How many **chairs** are needed? \_\_\_\_\_ How many **tables** are needed? \_\_\_\_\_ (2 people per table)

Conference Room	Cost per hour when Library is open to the public	Cost per hour when Library is closed to the public	Deposit
Tykeson	\$25	\$45	\$100
Bascom	\$25	\$45	\$100
Bascom-Tykeson	\$50	\$90	\$100
Singer	\$25	not available	\$100
Area of the Library	Cost per hour when staff are onsite		Deposit
All public areas	\$50		\$100

I, \_\_\_\_\_, am the applicant for a library conference room. I certify that I am of legal age and an authorized representative of the above organization (if any). I certify that the above statements are true to the best of my knowledge. I acknowledge that this conference room reservation is revocable and non-transferable. I have received copies of the Eugene Public Library's Patron Code of Conduct (based on Administrative Order No. 57-17-01-F) and the Meeting Room Rental Policy, and I and/or the organization I represent agree to be bound by all applicable regulations. I and/or the organization I represent understand that any violation of any of these Rules will result in forfeiture of deposit and jeopardize future use of library conference rooms. I and/or the organization I represent agree to indemnify, defend, and hold harmless the City of Eugene, its officials, agents and employees from and against any and all claims of injury to property or persons that may arise as a result of any activity occurring at the event for which I seek to use a library conference room. I and/or the organization I represent agree to pay all costs of damage and/or vandalism to the library conference room or facilities/equipment used in relation to the event for which I seek to use the library conference room.

I, \_\_\_\_\_, have read and agree to the terms of use on page 2 of this document.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Approval

\_\_\_\_\_  
Date

Please return completed form to Eugene Public Library Administration.

**Mail:** 100 W. 10<sup>th</sup> Ave., Eugene OR 97401 **Email:** librarymeetingrooms@ci.eugene.or.us **Fax:** 541-682-5898

## Eugene Public Library Meeting Room Rental – Terms of Use

All rentals must follow the laws of the State of Oregon, ordinances of the City of Eugene, and Library policies. The Library, the Friends of the Library, the Eugene Public Library Foundation, and other City of Eugene departments receive priority scheduling.

**Free and open to the public:** Meeting rooms are not available for private use that limits participation; for example by membership, invitation, or where admission is charged or money raised. The exchange of money for goods or services by renter is prohibited; soliciting or accepting donations is also prohibited. Use of the room with the intent to promote paid services, events, or sales is prohibited.

**Capacity:** Meeting cannot exceed the limits set forth by the Fire Marshal.

**Cleaning and damage:** Renter is responsible for all equipment in room, cleaning up, and for any damage to the facility including theft, breakage, or staining. Do not remove chairs, tables, or other equipment from the building. Room must be left clean, with the chairs stacked on carts 30 high and tables arranged along the walls.

**Courtesy to Library operations and patrons:** Rental events must be considerate of library patrons and activities. The Library has the power to terminate any meeting disruptive to Library operations. Any group asked to leave during an event because of violations of the rules, forfeits their rental fee.

**Decorations and signage:** Must have prior approval. Confetti, rice, and glitter are prohibited. Use of candles or other flammable material is prohibited. Tape is not to be used on the walls. The Library provides sign holders, and those are the only place where signage can be posted.

**Refreshments:** Must be prepared in advance. Library meeting rooms are not designed for cooking or preparation of food. No alcoholic beverages may be served.

**Personal belongings:** Equipment, supplies, or other products belonging to private groups may not be stored in the facility or on the Library grounds prior to or after the rental. The Library assumes no responsibility for personal belongings.

**Use by minors:** The applicant must be 21 or older. Minors must be supervised by one adult for every 15 minors. Library staff will not be held responsible for the supervision of minors.

**No smoking:** Per City ordinance, there is no smoking on Library property.

**Non-Library hours:** For reservations that include time when the Library is closed, applicant will be provided with the contact information of a staff member. Do not leave the building unattended.

### Library Room Rental Contact Information

Library Administration, 3<sup>rd</sup> floor  
100 West 10<sup>th</sup> Avenue,  
Eugene, OR 97401  
541-682-5454

[www.eugene-or.gov/library](http://www.eugene-or.gov/library)  
[librarymeetingrooms@ci.eugene.or.us](mailto:librarymeetingrooms@ci.eugene.or.us)