



Canby Public Library
 220 NE 2nd Avenue
 Canby OR 97013
 Phone 503- 266-3394
 Email canbyinfo@lincc.org
<http://www.canbylibrary.org>

Canby Public Library Willamette and Magnolia Room Application

Requested by: (Individual/Organization) _____

Address of Requestor (Individual/Organization) _____

Meeting/Training Description: _____

Willamette Room (Capacity 75- sitting) Magnolia Room (Capacity 20 - sitting)

Day and Date Requested: _____ Number Attending: _____

Number of Tables Needed: _____ Number of Chairs Needed: _____

Additional parking is available in the public parking lot east of the cinema. Other than for ADA parking, please do not use street parking.

Start and end time of meeting/training	Begins _____ am/pm	Ends _____ am/pm
Total Time needed (including setup & cleanup)	Begins _____ am/pm	Ends _____ am/pm

Responsible Person/Contact Name: _____

Best phone # to reach you: _____ E-Mail: _____

Describe food/beverages if provided (*note the limitations under the terms and conditions*): _____

The Willamette Room and the Magnolia Room of the Canby Public Library are designed to meet general informational, educational, cultural, and civic purposes. Permission may be granted for the following uses with priority given in the following order: Programs administered or sponsored by The Canby Public Library; City of Canby sponsored activities, Friends of the Canby Public Library and The Canby Public Library Foundation. Exceptions can be made on a case by case basis. A library program is defined as any event which promotes library purposes and involves staff in the organization, promotion, presentation or payment of presenters.

1. Any person at least 18 years old, on their own behalf or representing any group or agency, may submit an application to reserve the Willamette or Magnolia room. At least one adult age 18 or older must be present when youth groups use the meeting or conference rooms. A downloadable version of the form (PDF) is available on the library website <http://www.canbylibrary.org>. Paper applications are available at the library.

2. Applicants must acknowledge that they understand and will ensure compliance with all meeting room policies. The library director, or designee, will review and approve or deny all applications based on the Public Use of Meeting Room rules. When in doubt, the application will be referred to the city administrator, or designee, for consultation. Any applicant denied the use of a library meeting or conference room may appeal the denial in writing to the city administrator. The city administrator, or designee, will review the application and respond to the applicant.
3. The Willamette Room and the Magnolia Room are available free of charge to the following groups:
 - Government agencies (federal, state, county, local) including special districts
 - City of Canby civic, business, non-profit organizations.
4. The Library, its affiliates, and/or other City of Canby users will have first priority on space allocation. In the event of unforeseen conflicts in Library or the City of Canby scheduling, it may be necessary to cancel a reservation. If so, a library representative will notify the applicant as soon as practicable. The library will make every effort not to displace a reservation already properly made and approved.
5. The Willamette Multipurpose Room and the Magnolia Conference Room is available:
 - Monday thru Thursday: 10:00 a.m. to 7:45 p.m.
 - Friday and Saturday: 10:00 a.m. to 4:45 p.m.
 - Sunday 1:00 p.m. to 4:45 p.m.

Rooms may be available earlier upon approval of the library director or designee.
6. Approved reservations are limited to one per month per group. Advance scheduling is limited to 3 months out from the date of the application. Applicants may have two active applications at any given time.
7. Completed applications, including all forms and permits, must be submitted two (2) weeks in advance of the requested date. Exceptions are rare and not guaranteed. Rooms are not considered reserved until the application is submitted and approved by authorized library staff. Agreements are not transferrable.
8. Library meeting rooms are not designed for cooking or food preparation. Light refreshments may be served but groups may not cook or prepare food on library property.
9. Special uses involving music, wall hangings or decorations, the serving of food or drink or other activities liable to entail significant cleanup or risk of damage are subject to review and approval by the library director or designated staff. Full disclosure of such uses must be made on the application.
10. The library will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers. Usage of any library phone number as a contact phone number for the meeting/event scheduled, including but not limited to written, verbal, or internet, to promote the event is prohibited.

11. In publishing a meeting to be held in a library meeting or conference room, the sponsoring group must be clearly identified. Groups may not imply library sponsorship of their program or organization in their publicity. Any printed or electronic publicity or marketing materials that include the library's name and address must include the disclaimer "This event is not sponsored by the Canby Public Library or the City of Canby Oregon."
12. If a reservation is cancelled, notice must be submitted listing the name, address and telephone number of the applicant and the date of reserved use.
13. The Canby Public Library reserves the right to reschedule, cancel or change facility use arrangements when deemed necessary. The library also reserves the right to deny or cancel any reservation if there is any misrepresentation of the applicant's non-profit status or other material misrepresentation.
14. Exceptions to these policies may be made at the discretion of the library director or designated staff.
15. The reservation is for the Willamette Multipurpose Room or The Magnolia Conference Room does not include additional areas. Meeting rooms, lobby and parking lot are monitored by audio and video security cameras. There is no expectation of personal privacy in these areas.
16. Equipment including computer and related accessories, microphone, speaker system, office equipment, AV equipment and office supplies are not provided.
17. Failure to abide by these conditions may result in removal, denial, cancellation of the reservation or future services.
18. **Note: Please read and sign the Terms and Conditions on page 3 to complete the application.** Return signed application by e-mail, in person or mail. (Contact information at the top of the page).

 USER Signature

 Date Signed

OFFICE USE BELOW:

Received by: _____ Date/Time: _____ Scheduled by: _____

Terms and Conditions for use of Canby Public Library Community Room

The Canby Public Library will be referred to as “CPL” and the person designated as the “Responsible Person” will be referred to as the “USER”.

1. User proposed changes to the agreed upon time and day must be negotiated a minimum of five working days before event. If you must cancel the event, CPL expects the “Responsible Person” and USER to inform the Canby Public Library contact staff as soon as possible.
2. USER agrees to be responsible for the conduct of event participants in and about the building and for any and all damages beyond ordinary wear caused by or related to USER’s occupancy. All groups, clubs, entities or individuals using a library meeting room must comply with these rules and with the Behavior Rules Governing the Use of the Canby Public Library. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.
3. USER is responsible for ensuring that attendance at its meetings does not exceed the maximum occupancy for the meeting or conference room as set by the Fire Marshall and as agreed upon in your application.
4. No admission fees may be charged or solicited. No solicitation of money or other property may be collected for the user from the audience. No promotions or commercial sales of services, products, merchandise, materials or other items are allowed. The Constitution of Oregon, Article XI, Section 9, precludes a government agency like the library from providing financial aid to private enterprise absent a clear public purpose.
5. Sales of services, products, merchandise, materials or items or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the Friends of the Library or the Library Foundation, are permitted.
6. Commercial use of library meeting rooms is generally not permitted. However, a commercial entity or professional practitioner may use a library meeting room to provide an educational program open to the general public related to his or her field of expertise. In such a case, an educational opportunity offered by an expert provides benefit to the public. During such a program, no attempt may be made to sell, at the time of the program or in the future, a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.
7. The library is not responsible for theft of or damage to property brought into a library meeting room.
8. No alcoholic beverages, illegal drugs, smoking, vaping, use of tobacco, e-cigarettes or cannabis are allowed in the library or grounds at any time. Failure of anyone within the group to comply will cause an immediate request to leave the facility and grounds.
9. Firearms are not permitted anywhere in the property unless authorized by law. Further, the leaving or not securing dangerous weapons or other hazards (jeopardizing the safety of patrons or employees) will result in an immediate request to leave the facility and grounds.
10. USER is responsible for returning the building to a clean and orderly condition after use. Cleanup includes wiping table surfaces, removing debris and placing garbage in appropriate containers. Folding tables returned into storable configuration and stacking chairs onto carts.

11. Open flames (including candles and incense) are prohibited.
12. Music or other audio must be limited in volume as to not disturb other library users.
13. Tables and chairs cannot be removed from the building.
14. Animals are not permitted except service animals or part of a pre-established program (i.e. Police canine program).
15. Facility users will not attempt to adjust thermostats.
16. Equipment, supplies or other products belonging to user groups cannot be stored in the facility.
17. Existing wall decorations may not be removed.
18. Posters, charts, banners or easel sheets will be attached only on tack boards installed on the facility walls. No tape, tacks, stickpins, or fasteners of any kind will be applied to or stuck into other surfaces in rooms, doors, or the building lobby. Only with prior approval may groups post signs in library approved locations.
19. USER is responsible for any damage to the building or building equipment caused by or related to his/her use of the facilities. USER agrees to report damages to the Canby Public Library in writing as soon as practicable.

Indemnity Agreement

The USER agrees to indemnify and hold harmless the Canby Public Library/City of Canby, its Employees, and Agents from:

- A. All liability, damage, loss, cost, or expense, including but not limited to attorney's fees, that the indemnities may sustain or incur on account of any damage to or destruction of any property that the Canby Public Library/City of Canby may own or have responsibility for.
- B. All liability, damage, loss, cost, or expense, including but not limited to attorney's fees, on account of any damage to or destruction of any property belonging to any person, firm or corporation.
- C. All liability, damage, loss, cost, or expense, including but not limited to attorney's fees, on account of any damage resulting from injury to or death of any person or persons resulting from or in any way connected with the use by the USER or their invitees of the Canby Public Library Community Rooms or the greater Canby Public Library/City of Canby facilities or grounds.
- D. It is further understood that the USER shall, at the option of the City of Canby, defend with appropriate legal counsel and shall further bear all costs and expenses, including expenses of counsel, in defense of any suit arising hereunder.

I agree to all Terms and Conditions as stated above. I agree to indemnify the Canby Public Library and City of Canby.

USER Signature

Date Signed