



Walters Community Room and Gallery Use Policy

PURPOSE

The Cornelius Public Library has a community meeting room that can be split into two rooms for use which are subject to the rules below. The purpose of the Walters Community Room is to provide a place where residents will discover new opportunities to better themselves, their families and our community.

PERMITTED USES

1. The Walters Community Room and Gallery is intended for the use of the Library, library related organizations, and library sponsored activities or City of Cornelius or Cornelius Urban Renewal Agency programs and sponsored events.
2. When not in use for library, city or urban renewal agency related activities, the Walters Community Room and/or Gallery can be rented for public and private meetings and events. The meeting rooms may be used during regular Library hours and some hours both before and after the hours the Library is open to the public. Please see, "[Room Rental Fees and Descriptions](#)" for current hours.
3. Use of the meeting rooms do not constitute an endorsement by the Library or the City of Cornelius of the viewpoints expressed by participants in the program or meeting. All publicity shall carry the name of the organization sponsoring the program or meeting. The Cornelius Public Library shall not be identified or implied as a sponsor. Advanced copies of publicity would be desirable, but are not required.
4. Library staff will have access to the meeting room premises at any time. The library staff member in charge of the building is empowered to enforce library rules. Permission to use library meeting rooms may be withheld or withdrawn from groups failing to comply with the meeting room rules.
5. Activities that will disrupt library service or fail to adhere to Library rules are not appropriate and will be denied meeting room use. Denials may be appealed to the Library Director or City Manager.
6. All meeting activities must take place within the meeting rooms and may not extend into hallways or adjacent spaces without prior written permission from the Library Director or his/her designee. Meetings must not spill into spaces outside the Library.
7. Food and drink may be served at meetings. Individuals that are preparing and/or serving food, will need to have a valid food handler card. Groups need to provide their own utensils, plates, cups/glasses, napkins, condiments and other event related items. A catering kitchen with a sink, dishwasher and refrigerator may be used only when using the Gallery or when the two meeting rooms are combined. Different limitations apply to the rest of the library; please see, "[Food and Drink Policy](#)."
8. Groups must get advance written permission to bring in their own furniture or sound equipment. Storage for any meeting material is not available.
9. Equipment and occupancy varies in each space; please see, "Room Rental Fees and Descriptions." The premises and any equipment are provided "as is" and the Library makes no representation or warranty regarding their fitness for the use sought by an applicant.

MAKING RESERVATIONS

10. Requests for scheduling a room for a group must be made by an individual responsible to that group. That individual is referred to as “applicant” in these rules. The applicant for the group must be at least 18 years of age.

11. Two persons may be named as co-applicants. At least one of them must attend the meeting as required in paragraph 19, below.

12. Liability Insurance, if required, shall be in the minimum amount of \$1,000,000 as a condition for the reservation of the Walters Community Room. Such insurance shall name the City of Cornelius as additional insured. A Certificate of Insurance shall be provided to the City prior to confirmation of the reservation for the Walters Community Room use. Groups involving youth must also provide verification of abuse and molestation liability coverage. The city reserves the right to require insurance on a case-by-case basis as a condition of using the community room.

13. The applicant must affirm that he/she has read and understands the policies, rules and procedures (“Terms of Use”) for the use of the meeting rooms and will be responsible for the group abiding by them.

14. All requests must be approved by authorized library staff. Requests can be initiated online or over the phone and will be confirmed over email.

15. The Library reserves the right to cancel confirmed meeting reservations due to unforeseen circumstances.

16. All fees must be paid in full at least 72 hours prior to the activity or the reservation may be cancelled. Non-profit and government agencies do not pay rental for meetings during library hours; however, they must pay the non-profit rate for any room usage outside library hours.

Fees for room usage are set according to Cornelius City Council Resolution in the following categories that include residency of the applicant. To determine City residency in regard to rental fees, the legal residence of either the applicant or co-applicant shall be within the city limits of Cornelius or 97113 zip code.

- a. Standard rate
- b. Resident rate
- c. Non-profit rate

Please see, “[Room Rental Fees and Descriptions](#)” for a table of fees.

17. Reservations of the Walters Community Room and/or Gallery may be made no more than 90 days in advance and no less than 7 days in advance. Groups or individuals may not reserve a meeting room more than two times per month. Reservations for frequent repeated use, such as for a series of educational classes, shall be considered on a case by case basis by the Library Director.

18. The applicant must notify the Library at least 48 hours in advance of a scheduled event if he/she intends to cancel. Failure to notify the Library and confirm cancellation will result in a \$25 fee and may result in denial of future use.



USER RESPONSIBILITIES

19. The applicant will be the first to arrive and the last to leave the event. He/she will remain on the premises and maintain supervision during the time the group has reserved the meeting room. Groups using the meeting rooms must abide by the "[Library Rules of Behavior Policy](#)."

20. Groups are responsible for their own set-up/clean-up of tables, chairs, and equipment and should allow time needed for this in their reservations. The applicant shall be in charge of restoring the meeting room and equipment to its proper order and must restore the room to at least the condition it was in prior to the applicant's use of the room. Furniture must be arranged according to directions for the room. In the event the facility is not restored in the same or similar condition, the user will be held liable for a cleanup fee of \$100. If cleanup or damage exceeds \$100, the user is held liable for additional costs.

21. All garbage that exceeds the capacity of meeting room trash containers must be bagged, tied and taken out to the dumpsters. Please recycle cardboards and plastics appropriately.

22. Emergency exits must be kept clear of obstructions and be used only in case of emergency.

23. In consideration for the use of the meeting rooms, each applicant agrees that he/she is responsible for and will pay for all damage to any property of the City of Cornelius resulting directly or indirectly from the use of the room or the conduct of the applicant or any of its employees, agents, customers, invitees or licensees.

24. To the fullest extent permitted by law, applicant shall defend, indemnify and hold harmless the City of Cornelius and its elected officials, officers, employees, agents and volunteers from and against any and all loss, cost, claim, damage, injury or liability whatsoever, including reasonable attorney fees and costs of litigation and appeal, arising from or related to the applicant's acts or omissions or the acts or omissions of its employees, agents, customers, invitees or licensees while using the premises.

25. Applicant, and the organization the applicant represents, hereby fully and unconditionally waive their individual and collective rights to recover from the City and its elected officials, officers, employees, agents and volunteers, any loss, damage, restitution or compensation arising out of this agreement or out of the use of any City property associated with this agreement. The City and its elected officials, officers, employees, agents and volunteers shall in no event be liable, for any loss or damage suffered or incurred by applicant, the organization the applicant represents, or their agents, employees, customers, invitees or licensees for any reason whatsoever. Such waiver includes, without limitation, waiver of liability for death, personal injury, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages, and rights of subrogation.

PROHIBITIONS

- Smoking, lit candles, incense, or any fire-lighted materials are not allowed.
- Alcohol, except with written authorization of the City Manager and in accordance with all Oregon and local laws.
- Decorations attached to the walls or ceiling, except for removable painters tape.



- Activity involving and/or causing abnormal wear and tear on any part of the facility is prohibited including use of paints, stains, adhesives or similar materials.
- Soliciting for, or conducting business is not allowed. No admission fees may be charged or solicited. No promotions or sales of services, products, merchandise, materials, or other items are allowed. Exceptions are made for Library partner organizations and Library guests/performers.
- Behavior deemed disruptive, disturbing, or contrary to Library rules is not allowed. This rule may be invoked by library administration to deny application for a room or by the library staff person in charge during an event.

Approved by the Library Advisory Board 5/2/19; by City Council 7/15/19.