



Astoria Public Library Meeting and Study Room Policy

Astoria Public Library strives to create a warm, welcoming, and enjoyable environment for our users, including spaces for the public to use for gatherings and meetings. Although events sponsored by the Library and City of Astoria take priority, we welcome all community members to use our spaces as long as they follow the Library Rules for Use established by the City of Astoria.

Astoria Public Library believes in upholding the principles of intellectual freedom and is committed to equity and diversity. Use of the rooms does not constitute an endorsement by the City of Astoria or by the Library of the viewpoints expressed by participants.

Meeting spaces and study rooms are available for use by community and not-for-profit groups, and local businesses for programs of an informational, educational, cultural, or civic nature, subject to this policy.

Study and meeting rooms are available free of charge using the Library's reservation system. Cleaning and/or repair fees may be applied.

Study and Meeting Rooms

For individuals and small groups

The rooms available for reservation include the following:

- Study room 005 (maximum occupancy 6 persons)
- Study room 006 (maximum occupancy 6 persons)
- Media room 007 (maximum occupancy 20 persons)

Rooms are available during regular hours, from when the Library opens until 10 minutes before closing. Study rooms may be reserved for up to one hour; the reservation may be extended to a second hour if no one else has requested the room. There is no charge to reserve study and meeting rooms. Rooms may be reserved up to 60 days in advance, for a maximum of two reservations per week.

Veterans Memorial Flag Room

For large groups and events

The Veterans Memorial Flag Room is available for reservation for groups up to 76 persons.

- The Veterans Memorial Flag Room is available during regular hours, from when the Library opens until 10 minutes before closing.
- Reservations may be made between three days and one year in advance.
- Recurring reservations, such as monthly meetings, may be scheduled for six months at a time.
- All reservations are approved at the discretion of Library staff.
- Cancellations must be made by the user at least 48 hours prior to the reservation to receive a refund.
- Use of kitchen must be approved in advance by sta..
- The following fee schedule applies to the Flag Room:
 - Free for local non-profit groups, community-based organizations, private groups, and governmental meetings.
 - \$50 per hour for commercial entities and non-local non-profit groups, community-based organizations, private groups, and governmental meetings.
 - Fees are due before the start of the reservation.
 - These fees do not apply to partnership programs which are cohosted by the Library.
 - A deposit is not required. Charges will be assessed for any damage caused by the user.

All Rooms

The following rules apply to all uses of reservable Library rooms, regardless of whether a fee is charged or not.

Reservations and Access

- Reservations are made with Library employee assistance and are available on a first-come, first-served basis. Rooms must be reserved in order to be used.
- Rooms are available during regular hours, from when the Library opens until 10 minutes before closing. Participants are expected to keep track of time themselves.
- Reservations for the Media Room and Veterans Memorial Flag Room must be made by someone 18+ years of age.
- For use of the Media Room and Veterans Memorial Flag Room, a contact person must be designated in order to complete the reservation. The contact person must

be present for the entire duration of the event and is responsible for checking in with a Library employee at the beginning and end of the reservation, and for ensuring that all room use policies are followed.

- Cancellations can be made by contacting the Library directly. Reservations will be held for 15 minutes past the reservation start time. If the user has not arrived by that time, the reservation may be cancelled and given to another user on a first-come, first-served basis.
- The Library reserves the right to cancel and/or reschedule reservations when operationally necessary, including but not limited to accommodating Library-sponsored programs and events.
- Children must be supervised at all times by a responsible person 14+ years of age.
- Details for available audiovisual (AV) equipment can be found on the Library reservation site; digital projectors, screens, sound systems, webcams, and basic HDMI cords may be available.
- Users should bring their own equipment outside of what is included in the room description, such as specialized cables or adapters. As noted below, the Library is not responsible for theft of or damage to any private equipment.
- An Assistive Listening Device is available at no cost and requires at least 72 hours' notice for use.
- City of Astoria Departments, North Coast Library Cooperative staff, the Astoria School District Administration, the Astor Library Friends Association (ALFA), and the Library Board may reserve any meeting room free of charge up to one year in advance.
- City-sponsored activities are exempt from all restrictions on use.

Rules for Use

- Users must adhere to the Library Rules for Use. The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure Library policies are followed.
- Uses which would interfere with the Library's operation by causing excessive noise, a safety hazard and/or security risk are prohibited. The Library reserves the right to cancel any reservation or immediately terminate any room use that violates this limitation or any other applicable Library rule.
- Users may not market their event as a Library or City sponsored event, or indicate in any way that the Library or City of Astoria endorses their organization or its activities or beliefs. No organization may use the Library's address as its own organizational address.

- Library spaces may not be used for monetary solicitation, sale of items or services, or fundraising activities. Admission fees may not be charged and commercial or "for profit" use of Library spaces is not permitted.
- Users are responsible for their own setup and cleanup, including Library tables, chairs, and equipment, and should add time to their reservation to do so. Rooms are not available prior to the reserved start time and must be returned to their original state and vacated promptly at or before the reserved end time.
- Groups using these Library spaces are responsible for returning the room(s) to the condition in which they were found. If any damage has occurred or additional cleaning is required as a result of a reservation, the Library will provide an invoice to the responsible party regarding the costs, which may include cost of labor, materials, and staff time for any replacement, repair or special cleaning services incurred. If you have any concerns with the room's condition upon arrival, please report them to a Library employee before beginning your reservation.
- A reservation authorizes your party to use the reserved room only. Permission for use of the room is limited to the room itself and does not include common areas such as hallways, the lobby, or other areas within the Library.
- Users are responsible for their own AV setup and use. Library employees are available to assist with questions but are unable to provide AV support throughout the duration of the reservation. Rooms with AV have setup and basic troubleshooting instructions posted.
- Food and non-alcoholic beverages are permitted. The group using the room must provide their own food and/or beverages as well as any associated kitchen supplies, paper products and utensils. Unless otherwise permitted by written approval from the Library, groups may not prepare food on Library property.
- Tobacco products, e-cigarettes/vaping products, and illegal substances are not permitted on the Library's premises.
- Burning of candles and incense are not allowed. Sterno cans may be used for catering.
- No materials may be attached to walls, ceilings, etc. No pins, tacks, staples, or tape may be used.
- The user is responsible for injury or damage to any persons, equipment, or property as a result of or otherwise related to their use of the room(s).
- Unless otherwise agreed to in writing by the Library, the Library does not provide storage space for those reserving and using the room(s).
- The Library is not responsible for property theft or damage. Personal items should not be left unattended.
- Failure to comply with this policy may result in immediate termination of the room use, exclusion of individuals from the Library premises, and/or withdrawal of room use privileges at the Astoria Public Library.

Library Board Endorsement: October 7, 2025

Approved by City Council:

Biannual review due 2027