**Molalla Public Library Community Room**

Booking Instructions and Policies / Application Form available at the Library and on our website.

Molalla Public Library has a Community Room available for meetings and presentations which are free of charge. The user/group is responsible for the set up and clean up of the room in the same condition in which it was found.

A Smart TV and WiFi are available. If the group needs to use this equipment and/or needs assistance with connecting, indicate this need when booking the room to ensure someone is available to assist with set up.

1. The room may be reserved up to 90 days in advance of the event.
2. An application must be submitted at least 48 hours before the scheduled event. A refundable cleaning deposit of $50.00 is required for any group serving refreshments in the room. The deposit must be paid at the time of booking the conference room.
3. The library and city have first priority of use of the room. Reservations will be rescheduled or canceled if an unavoidable conflict occurs.
4. The room is available during normal library hours and must be cleaned and vacated 15 minutes prior to closing. Participants must leave the library by its closing time.
5. The user assumes entire responsibility and liability for losses, damages, and claims arising out of injury or damage to the user’s display, equipment, and other property brought upon the premises of the City and shall indemnify and hold harmless the City from any and all such losses, damages, and claims arising out of such use.
6. Any group sponsoring or using a City-owned facility assumes all liability for any accidents that occur during the scheduled reservation time of the facility.
7. The user shall be responsible for the conduct of the participants.
8. Each group may reserve the room for only one event/meeting per calendar month.
9. The event must be free and open to the public.
10. Activities in the room must not disturb others in the library.
11. The community room is not designed for the serving of meals. Light refreshments or lunches are permitted.
12. Alcohol and smoking are prohibited, as are flammable objects, including candles.
13. The room holds a maximum of 70 people. There are 12 tables and 70 chairs available for use.
14. Groups are responsible for clean-up after their meeting and returning furniture to its original position. Any deposit may be forfeited if the room is not restored to its original condition.
15. Users will be held responsible for any damage caused by their use of the conference room and restrooms.
16. Exit doors and routes must be kept clear at all times.
17. Any deposit will be returned after the staff has checked the room.

**Clean-Up Check List**

* All trash is in appropriate receptacles.
* Tables and countertops are clean.
* Floor is clean.
* Chairs are stacked or set around tables according to the chart on the wall.
* All doors are securely closed and lights are off.