



Lake Oswego Public Library Conference Room Policy

The conference room is to be used by Library staff and Library volunteers for work-related meetings, proctoring exams, or Library-sponsored events. City staff may also use the room if the need arises and scheduling permits.

Members of the public may reserve the use of the room after 5 p.m. on weeknights when the Library is open, and during open hours on the weekends.

If possible, all users should schedule the use of the conference room in advance through the Library's Reference Desk (503-675-2540) to avoid schedule conflicts.

Reservations must be made no sooner than two weeks in advance of the date requested and must be limited to 2 hours.

Members of the public may also use the room whenever the building is open and the room is not in use by staff or otherwise reserved by the public (drop-in use). Drop-in use is limited to one hour when others are waiting.

If the public does use the room, it must be with the understanding that they could be requested to vacate the room if Library or City staff needs it regardless of a reservation.

Public use must be in accordance with the City's Building Use Policy and the Library's Code of Conduct. The noise level in the Conference Room should not disrupt others' use of the Library. Patrons who use the room are expected to leave it in its original condition.

The maximum occupancy of the Conference Room with tables and chairs is 12. With chairs only, the maximum occupancy is 15.

Approved by the Library Advisory Board, August 2021