

Please return to:
CMCL
12505 NW Cornell Road
Portland, OR 97229 FAX 503 644-3964

2010

Office Use Only Approved _____ Date Received _____



CEDAR MILL COMMUNITY LIBRARY ASSOCIATION
Meeting Room
Revocable Use Permit

Date of use: _____ Actual meeting start time: _____

Time of use: From _____ To _____

Name of Group or Organization: _____

Number of persons who will attend: Min. _____ Max. _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone # _____

Email: _____

1. Cedar Mill Community Library (CMCL) authorizes, on a revocable basis, the use of its Meeting Room by the group or organization and on the date and during the hours listed above. The Library retains the right to use the Meeting Room for its own purposes at any time and will give reasonable notice if it is ever necessary to cancel or change a reservation. The undersigned individual shall, in all respects, be personally obligated to comply with the Library's Meeting Room Use policy and the direction of CMCL staff relating to the use of the meeting room.
2. The undersigned herewith acknowledges that the undersigned has read and is aware of the terms and conditions of the CMCLA Meeting Room Procedures, a copy of which is attached, which summarizes the CMCLA Meeting Room Use Policy, whose terms and conditions are incorporated by reference. The undersigned herewith agrees to cause the aforesaid group or organization and its members, invitees and agents to fully comply with these procedures and directions of CMCL staff relating to the use of the meeting room.
3. The undersigned, on behalf of her/himself, and the aforesaid group or organization agrees to hold CMCL and the Cedar Mill Community Library Association (CMCLA) harmless from and indemnify CMCL and CMCLA of and from all injuries, damages, loss, actions and causes of action, directly or indirectly arising out of any act or failure to act, damage, loss, unexplained loss or injury, directly or indirectly arising out of the aforesaid group or organization's use of the Meeting Room, including the cost of defense, investigation, and appeals.

Dated this _____ day of _____, 20_____.

Name of Responsible Party
(Please print) _____

Signed: _____

Attached: CMCLA Meeting Room Procedures



CEDAR MILL COMMUNITY LIBRARY ASSOCIATION Meeting Room Procedures

Use of Meeting Room:

- * Use is limited to non-profit community groups or organizations. (Rooms are not to be used by individuals, for tutoring, or for commercial purposes.) There is no fee for non-profit group use. Donations always appreciated.
- * Land use review meetings organized by developers and/or their consultants are charged \$100 for each use. Payment must be received prior to final confirmation of the scheduled use of the room.
- * Same day requests, especially weekend days, are generally not feasible.
- * No more than 1 reservation per group per month is allowed.
- * Groups are not allowed to use the meeting rooms when the library is closed.
- * Room occupancy: Full meeting room is 76. If divided, Lewis - 32 and Clark - 44. There is a sliding door offering some sound muffling but be aware that other users may be in the other half of the room.
- * The room contains 12 conference tables 24" x 60" and 77 chairs.
- * Refreshments are allowed only with prior permission.
- * Reservations may be made up to 6 months in advance. In order to make a reservation, it is necessary to have a signed Revocable Use Permit on file at the library. A new permit must be filled out by group each calendar year.
- * The group's adult representative may fill out the Revocable Use Permit now (keep this procedure sheet) and leave at the library check-out desk or it can be faxed to CMCL at your convenience.
- * The Library meeting room scheduler will call the group's adult representative to approve and confirm your request.

When your group arrives to use the meeting room:

- * The meetings room doors are kept locked. The group's adult representative obtains the key at the check-out desk.
- * Entry to the meeting room is through the library. Meeting Room doors which lead to the parking lot must not be propped open, but feel free to post a sign directing participants to enter through the main door of the Library (However, the doors may be used to exit the building after meetings.)
- * Groups are responsible for setting up the room. Extra chairs and most of the tables are stored in the Lewis Room.

If you are using the Clark Room, please plan extra time to move the tables and chairs, before and after.

During the meeting:

- * Children of participants must be directly supervised by adult participants and must remain in the Meeting Room.
- * There shall be no alcoholic beverages or smoking on the library premises.
- * No admission or other charge or collection may be taken except to the direct benefit of the CMCLA.
- * Computer access available through wireless access only

Before leaving the meeting room:

Meetings must adjourn 15 minutes prior to the meeting ending time to allow time to:

- * Return furniture to position as shown on the Meeting Room Floor Plan. (Posted on meeting room door)
 - * As needed: place trash in trashcan, clean tables, vacuum. Find supplies outside the second exit of the Clark Room.
 - * Turn off lights & lock the door.
 - * Fill out the Meeting Room Use Form, and return it, in the binder with the key, to the check-out desk.
- The cost of cleaning up spills or other damage will be charged to the group using the room.

Any group that violates the above procedures or CMCL staff instructions for the use of the Meeting Room or creates a disturbance of any kind may be barred from future use of the room.

Please note: These procedures are a summary of the CMCLA Meeting Room Use Policy, a copy of which is located on our website at www.cedarmill.org/library.

Questions? Please call 503-644-0043 ext. 116. The meeting room scheduler returns calls Tuesday through Saturday.