

Cook Memorial Library

Colleen F. Johnson Community Room Policy

I. APPLICANTS

The Colleen F. Johnson Community Room (hereinafter referred to as "Community Room") within the Cook Memorial Library is available for programs of an informational, educational, cultural, civic, or social nature. When considering reservation applications, Library staff shall not discriminate based on race, color, religion, sex, sexual orientation, national origin, disability, marital status, veteran status, or age.

II. PROHIBITED USES

Programs which interfere with the Library's operation by causing excessive noise, safety hazards, security risks, or mess.

The Community Room is not available for reservations on Sundays.

III. FEES

The Community Room shall be made available according to the following fee structure:

- All Community Room rental fees are non-refundable
- All Community Room reservations require a refundable \$10 key deposit to be paid with cash or check when the key is picked up. The deposit will be refunded when the key is returned and the room has been checked by Library staff
- The following fees will be charged depending on the purpose of the reservation and how the Community Room will be used:
 - \$25 per reservation/day
 - Meetings, trainings, etc.
 - \$150 per reservation/day
 - Private events; entrepreneurial programs; and government, private, and nonprofit programs for which participants are charged and/or donations are accepted
- Community Room rental fees must be paid via cash/check/credit card within two business days of reservation confirmation or the reservation will be forfeited

- The applicant will be billed when damages to the Community Room or its equipment occur that require cleaning, maintenance, or repair that surpass routine maintenance. The individual or organization, including government agencies, shall be billed for the cost of restoring the room to its original state. Examples include: beverage/food stains on floor, marks/holes in the walls, damage to furniture/equipment (including restrooms), etc.
- Library-sponsored events may make sales and/or fundraise for the library donation fund

IV. RESERVATIONS

- All reservations shall be made by Library staff only
- Applicants are encouraged to submit reservation applications at least two business days in advance
- Library staff should be notified at least two business days in advance of a cancellation or future use may be prohibited
- Applicants must be over the age of 18 to make a reservation. Groups whose members are under the age of 18 must be accompanied by an adult for the full duration of the reservation
- Library staff reserves the right to limit recurring reservations so that other individuals or groups also have access to the meeting space
- Library staff reserves the right to cancel a reservation with reasonable notice to an individual or group

V. APPLICATION PROCESS

- Applicants must submit Community Room reservations via the Community Room Google Form found on the Cook Memorial Library website
- Applicants must read all questions on the Form and provide answers and initials where necessary
- Rental fees must be paid via cash/check/credit card no more than two business days after reservation confirmation or the reservation will be forfeited

VI. COMMUNITY ROOM KEY / AFTER OR BEFORE PUBLIC BUSINESS HOURS USE

- All Community Room reservations require a refundable \$10 key deposit to be paid with cash or check when the key is picked up

- The Community Room key will be available no more than 24 hours prior to any event
- The \$10 key deposit will be returned if/when the key is returned during the next business day and the room has been checked by Library staff
- Groups with reservations held on Sunday or Monday should pick up the key on Saturday during Library open hours. Occasionally, a key may be made available on Friday, but prior authorization is required
- Direct access to the Community Room is through the back corner door. The key will get you in this door, along with the storage closet. The storage closet contains more tables and chairs, as well as the projector
 - The key does not work in any of the three main Library entrances
 - If the Library is closed during the reservation, only the corner door may be propped open. Please leave the main back entrance closed
 - Only the keys provided by the Library should be used on Library doors. Do not bring your own Allen wrench (also known as a hex key) to unlock inner doors. Unlocking Library doors in this way is strictly prohibited and will result in the immediate revocation of the user's access to the Community Room

VII. ROOM ARRANGEMENT

- All individuals/groups are responsible for room arrangement (set-up) and for leaving the room in its original state
- A clean-up/room arrangement checklist is posted in the Community Room

VIII. CITY COUNCIL/CITY OF LA GRANDE BUSINESS

The La Grande City Council has a perpetual Community Room reservation during the first or second week in May for its annual budget hearings.

IX. PROMOTION/PUBLICITY

- Individuals or organizations holding a publicly advertised event in the Community Room must clearly advertise that the Library is not the sponsor of the event. Cook Memorial Library and/or the Community room names may be used only in reference to the location, not sponsorship or partnership
- Signs to indicate location may be posted on the entrance doors of the Library 30 minutes prior to the scheduled event
- Library furniture may not be used outside for advertising

X. ADDITIONAL CONSIDERATIONS

- The maximum capacity of the room is 150 individuals, but staff suggests half that size as maximum capacity would be extremely tight
- Alcohol, marijuana, tobacco, vapes, cigarettes, or any other device containing tobacco is strictly prohibited on Library property
- Storage space is not available
- Library staff will not accept calls for or relay messages to people attending or hosting Community Room events
- Library staff will not be available to assist in room set-up or clean-up
- Library staff will not be available to assist with the operation of computer/projector equipment
- Library staff will not be responsible for supervising unattended children under the age of ten, including children whose caregivers are hosting or attending events in the Community Room
- Library staff reserves the right to refuse to book any future reservations for groups who do not comply with these policies/guidelines

XI. CHANGES TO THIS POLICY

The Library Commission may change this Policy without City Council action in matters of general rules, application processes, and clarification. Copies of any changes made by the Library Commission and/or Library staff shall be provided to the City Manager and City Council members subsequent to the changes. Formal City Council action is required for changes in fees and/or deposits, custodial changes, descriptions/definitions of users/events, and any other issues of a controversial nature.

Policy approved by vote of the La Grande City Council on December 2, 2015.

Policy updated by the Cook Memorial Library Commission on October 8, 2026.