



COOS BAY PUBLIC LIBRARY

525 Anderson Avenue,

Coos Bay, OR 97459

(541) 269-1101 | coosbaylibrary.org

MYRTLEWOOD ROOM AGREEMENT

The Myrtlewood Meeting Room is available for public use as a shared community benefit. The library provides basic cleaning, maintenance and furniture arrangement as a service to the community and depends on users of the room to help in keeping the room clean and in excellent condition for all to enjoy. Please care for the room as you would any home in which you are a guest.

ROOM FEES

Rental fees are to defray a portion of the operation and maintenance of the meeting room and presentation equipment. The fees are payable in advance unless billing is prearranged. The room is free of charge for City of Coos Bay use.

3 hours - \$90.00 (base rate)

6 hours - \$180.00

4 hours - \$120.00

7 hours - \$210.00

5 hours - \$150.00

8 hours - \$240.00 (max. daily charge)

SCHEDULING

Scheduled hours need to include set-up and clean-up time. Reservations cannot be on a continuous basis unless specifically approved by the Library Director. Rental fees may be refunded if cancellation is made at least 48 hours prior to scheduled use. Reservations can be made through the library's website, calling the library during business hours, or in person at the Reference Desk.

CLEANUP AND DAMAGES:

Basic cleaning is included in the room rental fee without additional charge. Please dispose of all food and debris in the waste containers provided. Wipe counters and tables and leave the room in good condition. The user must remove overflow trash from the premises. Please remove any outside equipment or displays at the end of the meeting.



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KEYS

Meetings scheduled to begin or end outside of library open hours will require a key check out. Groups are responsible for checking out the key during open hours prior to the meeting time. A valid Coastline card is necessary to check out keys. Please return keys immediately following room use to library staff during open hours or through the outside book drop during closed hours. There is no key deposit but there is a \$100 charge for unreturned keys. Keys will open the interior meeting room as well as the exterior door to the right of the main entrance. There is a separate key for kitchen use.

GENERAL POLICIES

- No Smoking or use of flammable materials in the building.
- Alcohol is only permitted after regular library hours and with special approval by the board. Alcohol service must meet any of the permit requirements of the City of Coos Bay.
- Applicants are responsible for limiting room occupancy to the posted number of people as required by fire regulations.
- No tacks, nails, or adhesive tape in or on doors, walls or furniture.
- If the room is needed for library purposes, a reservation can be cancelled with at least two weeks' notice.
- Advertising for the scheduled room usage must not imply that the library or City of Coos Bay is sponsoring or endorsing the meeting or group.

IMPORTANT REMINDERS

- If the kitchen was used, make sure stove and oven are off and coffee pot is unplugged.
- Before leaving, check the room, lobby, and restrooms for people and left behind items.
- Lock and secure all doors.