

HAPPY VALLEY LIBRARY COMMUNITY ROOM REGISTRATION

Name of Group: _____

Purpose of Meeting/Event: _____

Estimate Attendance: _____ (A minimum of 5 simultaneous attendees is required to reserve the room.
The community room is approximately 1000 Sq. Ft.)

Person Responsible: _____ Office/Title in Group: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

First Requested Reserve Date: _____ Time/Length: _____

The Community Room is available for meetings, presentations, or other events. The Room is not available for the benefit of profit-making organizations or individuals. The room may be reserved in advance if a completed Community Room Registration Form is on file at the library. When the person responsible for the group changes, a new form must be completed. The person responsible (or a representative of the group) must check in before each reserved use of the room. For those requesting to use the room, the following rules apply:

1. Reservations can be made by calling the library at 503-783-3455 or sending an email to library@happyvalleyor.gov. Reservations may be placed no more than 90 days in advance and are limited to two pending reservations in a 90 day period. Groups not present 30 minutes after reservation start time, will lose their reservation. Failure to appear for two reservations without prior cancellation and the group will not be allowed to reserve the room for six months.
2. The community room is not designed for the serving of meals. Light refreshments or brown bag lunches are permitted. Alcohol is not allowed. Groups are responsible for clean-up after their meeting. This includes bringing any supplies (vacuum cleaner, wipes, garbage bags, etc.) that may be needed. _____ **(Initial)**
3. Neither the Library Board of Trustees nor The City of Happy Valley is responsible for accidents, injury or loss of individual or group property while groups are using the Community Room. Each group is responsible for its own equipment and for the security of personal belongings.
4. Users will be held responsible for any damage caused by their use of the room.
5. The use of tobacco products, candles and flammable items are not allowed in the library.
6. Live animals are not permitted with the exception of service animals.
7. Users must follow library policies and may not interfere with proper functioning of the library.
8. The Emergency Exit in the room is for emergencies only and is not available to bring supplies in or out of the room.
9. The room is only available during open hours. Groups must be out of the room before the library closes.

I have read, understood, and agree to comply with all the rules and regulations set forth above. I further affirm that I am of legal age and will be personally responsible for the above group's conduct and for the repair of damage to equipment or facilities, and for the replacement of stolen equipment.

Signature _____ Date _____

Happy Valley Library * 13793 SE Sieben Park Way * Happy Valley, OR 97015 * 503 783-3455 * library@happyvalleyor.gov