City of Milwaukie
Ledding Library

Policy for Meeting Rooms

The library has four meeting rooms of various sizes that may be reserved for use during the library's regularly scheduled hours of operation. Rooms are available for use regardless of the beliefs or affiliations of the individuals or groups requesting their use. Rooms must not be used for personal gain, profit, or storage. The library does not sponsor or endorse the views of any group using a room. Priority for use of meeting rooms is given to the library and to the City of Milwaukie.

The Community and Conference Rooms are intended for use by community groups and organizations that aim to promote the educational, cultural, intellectual, social, or civic betterment of the community. These rooms are not available for private social or celebratory events.

The Community Room seats up to 84 and is intended for larger events. The Conference Room seats up to 12 people and is suitable for medium-sized groups.

Study Room 1 and Study Room 2 each seat up to 4 people and are intended for small group meetings or quiet study.

The use of library meeting rooms is at the discretion of the Library Director or their designee. The library reserves the right to reschedule, cancel, or change meeting room use arrangements. The library also reserves the right to deny or cancel a reservation if there is any material misrepresentation by the applicant related to the proposed use.

RESERVATION GUIDELINES:

- Request a room reservation [online here.](#)
- Groups may have one reservation per month in the Community and Conference rooms, and one reservation per day in the Study Rooms.
- The Community and Conference Rooms may be requested up to two months in advance.
- Study Room 1 may be requested up to two weeks in advance.
- Study Room 2 is only available for same-day reservations.
- Reservation approval for the Community and Conference Rooms may take up to three business days.
- Rooms will be held up to 15 minutes after the start of the reservation.

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GENERAL GUIDELINES:

- User is responsible for set up and clean up within the reserved time.
- Rooms must be returned to the same condition in which they were found.
- User is responsible for providing AV adapters and computer equipment.
- Users needing to use the AV in the Community Room must make an appointment before their event for training on how to use it.
- Activities in rooms must not be disruptive to others.
- Light refreshments allowed, and users must remove all food and trash when done.

LIBRARY ROOM DESCRIPTIONS:

ROOM	MAX CAPACITY	INTENT	AV EQUIPMENT	MAX LENGTH	LIMIT PER PERSON/GROUP
Community	84 seats	Large meetings or presentations	Ceiling-mounted projector w/screen; HDMI for computer connections; WiFi.	3 hours	1 reservation per month
Conference	12 seats	Small meetings of 3 or more people	Large-screen TV; HDMI for computer connections; WiFi	2 hours	1 reservation per month
Study Room 1	4 seats	Small group meetings or quiet study	Large-screen TV; HDMI for computer connections; WiFi	2 hours	1 per day
Study Room 2	4 seats	Small group meetings or quiet study	Large-screen TV; HDMI for computer connections; WiFi	2 hours	1 per day

COMMUNITY ROOM:

The Community Room is located at the front of the library. It is intended for larger events and public presentations. Reservations are limited to 3 hours.

The room features 84 chairs, 12 tables, a ceiling-mounted projector with a screen and HDMI for computer connections, and Wi-Fi. Users are responsible for providing AV adapters and computer equipment.   Staff are not always available to assist during a user's event. Those wishing to use any of the library's AV equipment, must make an appointment before the scheduled event for training.

The maximum room capacity (**standing room only)** is 186 people. This room comfortably fits about 48 people with 12 tables or 60 people in theater seating.

The Community Room is available during regular library hours. Use of the room must end at least 30 minutes prior to closing to allow users to reset the room.

Parking:

Please note that parking is limited to 24 spaces to accommodate all library users. Additional 2-hour street parking is available in the blocks around the library and 4- hour parking is available west of City Hall. Tri-met bus and MAX service are nearby.

CONFERENCE ROOM:

The Conference Room has floor to ceiling glass walls and is located at the southwest corner of the building. This room is intended for small meetings of 3 or more people and programs. Reservations are limited to 2 hours.

The room features a conference table with 10 chairs, a large-screen television with presentation capabilities, and Wi-Fi.

This room comfortably fits 8-10 people around the table, with a maximum capacity of 18 people.

The Conference Room is available during regular library hours. Use of the room must end at least 15 minutes prior to closing.

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STUDY ROOMS 1 & 2:

The Study Rooms are located near the Teen Room and Conference Room. These rooms are intended for small group meetings or quiet study. Reservations are limited to 2 hours.

Each room seats up to 4 people and features a small table with chairs, a large-screen television with presentation capabilities, and Wi-Fi.

The Study Rooms are available during regular library hours. Use of the rooms must end at least 15 minutes prior to closing.