

Decorations

Must have prior approval. Confetti, rice, and glitter are prohibited. Use of candles or other flammable material is prohibited.

Refreshments

Must be prepared in advance. Library meeting rooms are not designed for cooking or preparation of food. No alcoholic beverages may be served.

No smoking

Per City ordinance, no smoking on Library property.

Cleaning and Damage

Renter is responsible for all equipment in room, cleaning up, and for any damage to facility, including theft, breakage, staining, or other damage. Do not remove chairs, tables, or other equipment from the building. Room must be left clean, with furniture set up as it was found. The Library may assess charges for damage or cleaning.

Personal Belongings

Equipment, supplies, or other products belonging to private groups may not be stored in the facility or on the Library grounds prior to or after the rental. The Library assumes no responsibility for personal belongings.

Courtesy to Library Operations and Patrons

Rental events must be considerate of library patrons and activities. The Library has the power to terminate any meeting disruptive to Library operations. Any group asked to leave during an event because of violations of the rules, forfeits the rental fees and deposit.

Disclaimer

The Library does not endorse any goods or services, makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any goods or services which may be the subject of meetings.

Library's Rights

The Library shall have the right to cancel a reservation prior to use and will return the rental fee and deposit. The Library reserves the right to make additional conditions for use prior to approval of a room use application.

Non-compliance

Failing to adhere to the Library's rental policy will jeopardize future access to the facilities.

Parking

Limited pay parking available on-site. For information regarding other public parking lots and garages nearby, please call Library Administration at 541-682-5454.

Interested in a Library co-sponsorship?

Program guidelines and proposal forms are available on the Library's website. Proposals that support the Library's mission and follow the Public Program Guidelines will be considered for co-sponsorship.

Meeting Room Rental Policy

Administration Office Hours

10:00 - 3:00
Monday - Friday



Public Library

Administration 3rd floor
100 West 10th Avenue
Eugene, OR 97401

541 - 682 - 5454

www.eugene-or.gov/library
librarymeetingrooms@ci.eugene.or.us

The Downtown Library has three meeting rooms available for rent.

All rooms are scheduled on a first come, first served basis. All meetings or programs held in the Library must be free and open to the public.

Bascom and Tykeson Rooms

Perfect for larger events, celebrations, lectures and performances, they are located on the first floor and are accessed from the Library's Entry Garden. These two rooms can be rented separately or together and are available for rent independent of the Library's hours of operation. There is a small kitchen. Restrooms are in the lobby.

Singer Room

Ideal for meetings and small gatherings. It is located on the second floor and is available for rental only when the Library is open to the public.

For room capacity, fees, and deposits, see chart below.

Downtown Library Meeting Rooms	Hourly Fee During Library hours Mon - Thurs: 10 am - 8 pm Fri - Sun: 10 am - 6 pm	Hourly Fee When Library is closed to the public	Refundable Deposit Must attach to application	Room Capacity Seated/Standing According to Fire Marshal
Tykeson	\$25	\$45	\$100	56/119
Bascom	\$25	\$45	\$100	50/107
Bascom-Tykeson	\$50	\$90	\$100	106/226
Singer	\$25	not available	\$100	28 seated

Note: Reservation must include set up and clean up time. Additional rental fee and custodial time will be charged if the room is not vacated and clean at the time listed on application.

Rental Policy

The rental policy applies to all public users.

Available meeting room space is open to all persons or groups. All rentals must follow the laws of the State of Oregon, ordinances of the City of Eugene, and Library policies.

The Library, the Friends of the Library, the Eugene Public Library Foundation, and other City of Eugene departments receive priority scheduling.

Rental fees are waived for use by City Departments using Library meeting rooms during normal Library hours.

Reservations

Contact Library Administration to check room availability. Submit a completed Rental Application Form to Eugene Public Library Administration Office in person or by mail. Applications must be submitted at least two weeks in advance. Rooms may be rented no more than once a month by the same person or group.

Refundable Deposit

Must be submitted with application, by supplying credit card information or a check. If a check was supplied the deposit may be picked up at Library Administration during regular office hours, or returned by mail after the meeting.

Rental Fee

Must be paid 48 hours in advance of the event. If paid by check, fees and deposit must be paid separately.

Refunds

Fees and deposits for cancelled reservations require two week advance notice, or may be subject to forfeiture. The reservation is not transferable to others.

Non-Library Hours

For reservations that include time when the Library is closed, applicant will be provided with the contact information of a staff member. Do not leave the building unattended.

Free and open to the public

Meeting rooms are not available for private use that limits participation; for example by membership, invitation, or where admission is charged or money raised. The exchange of money for goods or services by renter is prohibited; soliciting or accepting donations is also prohibited.

Capacity

Meeting rooms cannot exceed the limits set forth by the Fire Marshal.

Use by minors

The applicant must be 21 or older. Minors must be supervised by one adult for every 15 minors. Library staff will not be held responsible for the supervision of minors.