



COOS BAY PUBLIC LIBRARY
525 Anderson Avenue,
Coos Bay, OR 97420
(541) 269-1101 | coosbaylibrary.org

MYRTLEWOOD ROOM AGREEMENT

The Myrtlewood Room has an occupancy limit of 100. Available hours are 7:00am – 10:00pm.

The Myrtlewood Room is not available to groups conducting sales or charging fees to the general public. The library provides basic cleaning, maintenance and furniture arrangement as a service to the community and depends on users of the room to keep the room clean and in excellent condition for all to enjoy. Please care for the room as you would any space 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. **All rental fees must be paid in advance of reservation (no exceptions will be made).** The room is free of charge for City of Coos Bay use.

The rental fee is **\$20.00 an hour** with a one hour minimum.

SCHEDULING

Scheduled hours need to include set-up and clean-up time. Reservations will not be accepted 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 by 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 privately owned equipment or materials 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. Keys will provide access to meeting room and lobby restrooms for reservations **occurring outside of library open hours only**. For reservations occurring during library open hours, please use the inside restrooms. 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.

GENERAL POLICIES

- 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.
- No smoking, vaping or use of flammable materials in the building.
- Alcohol is only permitted after regular library hours and with special board approval. Alcohol service must meet any permit requirements of OLCC and 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 can be used in or on doors, walls, ceilings or furniture.
- If the room is needed for library purposes, a reservation can be cancelled with at least two weeks' notice.

IMPORTANT REMINDERS

- Check the room, lobby, and restrooms for people and left behind items before leaving.
- Lock and secure all doors if it is after library open hours.