

Bowman Museum
Crook County History Center
Community Room Policy

The Bowman Museum Community Room is available for public use outside of regular museum hours and when not reserved for museum-sponsored programs or events.

The Community Room is a large, multi-purpose facility that seats up to 90 guests for banquets and 150 guests for lectures or presentations. The room includes a small kitchenette (sink, microwave, and coffee station). Please note that full-scale food preparation is not permitted.

Pursuant to Oregon Revised Statute (ORS) 166.360(4), the Bowman Museum Community Room is occupied by Crook County, a political subdivision of the State of Oregon, and is therefore considered a **public building**.

General Policies

1. **Eligibility** – Event applicants must be at least 18 years of age. The applicant who reserves the room and/or signs out the key is responsible for compliance with all policies and procedures, including payment for any damages to furnishings, equipment, the building, or landscaping. A minimum \$50.00 cleaning fee will be charged if staff time is required to restore the room.
2. **Reservation Limits** – Community Room reservations do not include access to the main lobby of the Museum, Belknap Exhibit Center, Belknap Garden, Pacific Lady Memorial Gazebo, or Caboose Park.
3. **Equitable Use** – To ensure broad community access, recurring standing reservations by the same group or individual are generally not permitted.
4. **Cleanliness** – All groups must leave the facility clean and orderly. If the room is not clean upon arrival, notify museum staff immediately to avoid responsibility for pre-existing conditions.
5. **Capacity** – Do not exceed the maximum room occupancy of 175 persons.
6. **Event Hours** – Events must be held within the following hours, subject to change based on museum operations or seasonal schedules:
 - Monday–Friday: 7:00 a.m.–10:00 a.m. and 5:30 p.m.–10:00 p.m.
 - Saturday: 7:00 a.m.–10:00 a.m. and 4:30 p.m.–10:00 p.m.
 - Sunday: 9:00 a.m.–10:00 p.m.
7. **Prohibited Substances** – Smoking, vaping, and marijuana use are prohibited in the facility and within 20 feet of the building. Alcoholic beverages are not permitted unless specifically authorized by the Museum Director. Approval requires a licensed server and proof of liability insurance.
8. **Fire Safety** – Grills, open flames, and related accessories are strictly prohibited.

9. **Commercial Use** – The Community Room may not be used for business purposes. Charging admission, selling products, or promoting services that may result in sales is not allowed, unless expressly approved by the Museum Director or designated staff.
 10. **Youth Events** – Events involving minors must be reserved by an adult, and adult supervision must be maintained throughout the event at an appropriate ratio to the number of children present.
 11. **Storage & Address Use** – The museum will not store items for groups, nor may its address be used as the official address of any organization.
 12. **Liability** – The museum is not responsible for theft, loss, or damage to personal or organizational property brought onto the premises.
 13. **Endorsements** – Use of the Community Room does not imply endorsement of any group’s beliefs, policies, or activities. Promotional materials must not suggest sponsorship or approval by the museum or Crook County, unless previously authorized.
 14. **Discretionary Authority** – The Museum Director or designated staff reserve the right to accept, renew, cancel, or deny reservations for any reason, including violations of these policies.
 15. **Legal Compliance** – The Community Room may not be used for any activity in violation of local, state, or federal law. Except as permitted under ORS 166.370(3), firearms or dangerous weapons are not allowed in or on public buildings.
 16. **Policy Exceptions** – Exceptions to these policies may be granted at the discretion of the Museum Director or designated staff. Violations may result in suspension or permanent loss of room-use privileges.
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Reserving the Community Room

1. Reservations may be made in person at the museum or by calling **541-447-3715**.
 2. A reservation form must be completed to confirm a booking.
 3. Reservations may be made up to three months in advance and are processed on a first-come, first-served basis. Priority is given to Bowman Museum, Crook County Historical Society, or County-sponsored events. The museum reserves the right to reschedule confirmed reservations as necessary, with as much advance notice as possible.
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Procedures & Facility Use

1. **Keys** – Keys must be picked up at the museum front desk during normal operating hours. For weekend or holiday events, keys should be obtained in advance. Staff will not be available to open the building if a key has not been collected.

2. **Official Contact** – All event coordination must be conducted through official museum channels. Staff cannot respond to requests via personal contact information or social media.
3. **Setup & Cleanup** – Groups are responsible for arranging tables, chairs, and equipment, and for returning them to storage in clean condition. Museum staff are not available for setup or takedown assistance.
4. **Kitchenette Use** – The kitchenette (microwave, sink, coffee maker) is available but must be cleaned after use. Groups must supply their own coffee, filters, utensils, and paper products.
5. **Audio/Visual Equipment** – Available equipment includes microphones, a projection screen, a laser pointer, an overhead projector, and wireless internet. Requests to use equipment must be made in advance. Staff are not available to operate A/V equipment, so allow adequate time to familiarize yourself with it.
6. **Decorations** – No items may be affixed to walls, displays, artifacts, or shelving.
7. **Food & Waste** – Clean all tables and remove all food after the event. Do not leave items in the refrigerator. Groups are responsible for emptying trash into provided receptacles.
8. **Securing the Facility** – Before leaving, confirm that all doors are locked and restrooms are vacant. Keys may be returned through the museum’s mail slot (Main Street entrance) or to the front desk the following day.

Thank you for respecting the museum and its displays while enjoying the Community Room. We are pleased to offer this space free of charge, and if you’d like to support the museum, donations are a wonderful way to support our programs and preservation work.