



MEETING ROOM POLICY

I. Facilities Available

The library has three areas that can be reserved.

Children's Craft Room	Seats 24 maximum
Summer History Room	Seats 12 maximum
Children's Story Pit	Seats 40 maximum

II. Eligible Users

In general, use of the meeting rooms will be limited to not-for-profit groups sponsored by a Westfield-Washington Township resident with a valid library card.

A responsible adult [18 years of age] must be present at all activities held in the meeting room.

The following list, while not all-inclusive, gives examples of activities that may not be booked:

- A] Activities that interfere with the normal operation of the library.
- B] Personal or family parties.
- C] Activities from which the scheduling party will derive commercial gain.
- D] Religious services or instruction.
- E] Political rallies or meetings.

All meetings shall be open to the public with free admission.

Granting use of the meeting rooms does not imply approval of the group or the ideas presented at the meeting.

The final decision pertaining to the use of the meeting rooms will rest with the Director and/or the Library Board of Trustees.

III. Hours Available

Use of the meeting rooms is limited to the hours that the library is open.

IV. Reservations

All reservations for use of the meeting rooms must be made on the approved form. Signing this form constitutes acknowledgement of the Meeting Room Policy.

Library-sponsored programs and events will receive priority. All other reservations will be on a first-come, first-serve basis.

Reservations may be made up to one year in advance. Early cancellations of reserved dates will be appreciated. The library, in its discretion, may change or cancel reservations for the meeting rooms at any time.

V. Fees

There is no fee for use of the meeting rooms. However, damage charges shall be billed to the applicant and the full amount paid before another reservation by the applicant will be approved.

VI. Care

Any spills or other damage must be reported promptly to library staff. The use of glue, paint, and other craft supplies will only be permitted in the Children's Craft Room, without exception.

VII. Refreshments

Alcoholic beverages may not be dispensed or consumed in the library building or elsewhere on library property.

Refreshments in any of the meeting rooms is subject to approval on an individual basis.

VIII. General Conditions

Smoking is prohibited inside the library building.

Parking is not guaranteed. Carpooling is strongly urged to conserve parking space for regular library users.

Children are required to have adult supervision [other than library personnel] before, during, and after programs, while parents or Guardians attend meetings.

Groups are responsible for setting and restoring the room to its original condition. All garbage and trash must be put in proper receptacles.

The library assumes no responsibility for personal belongings of those attending a meeting.

Westfield Public Library
Meeting Room Policy