

WESTFIELD WASHINGTON PUBLIC LIBRARY

SMALL MEETING ROOM POLICY

I. Facilities Available

- A. The Library provides public space for meetings of organized groups. All groups using the meeting rooms will be required to abide by the rules governing the use of the Library and meeting rooms. Failure to comply will result in the cancellation of further use of the Library facilities.

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

II. Eligible Users

- A. Not-for-profit, non-commercial groups:
- Not-for-profit groups must have at least one member residing within the Library's taxing district.
 - A WWPL library card in good standing of one of the group members is required to reserve a meeting room.
- B. The following list, while not all-inclusive, gives examples of activities that may not be booked:
- Activities that interfere with the normal operation of the library.
 - Personal or family parties.
 - Religious services or instruction.
 - Political rallies or meetings.

III. Responsibility

- The meeting room must be left in the condition in which it was found.
- All meetings shall be open to the public with free admission.
- Smoking and alcoholic beverages are prohibited in the building.
- Use of candles or any other open flame is prohibited.
- A responsible adult [18 years of age] must be present at all activities held in the meeting room.
- Children must be supervised by an adult (not library staff) before, after and during programs.

IV. Hours Available

Use of the small meeting rooms is limited to the hours that the library is open. Monday through Wednesday 10:00 a.m. through 8 p.m., Thursday and Friday 10:00 a.m. through 6:00 p.m., Saturday 10:00 a.m. through 5:00 p.m. and Sunday 1:00 p.m. through 5:00 p.m. Times may vary during special or emergency closings.

V. Fees

- There is no fee for use of the meeting rooms for not-for-profit organizations.
- Any damage charges that occur will be billed to the applicant and the full amount paid before another reservation by the applicant

VI. Reservations

- a. 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.
- b. Library-sponsored programs and events will receive priority. All other reservations will be on a first-come, first-serve basis.
- c. Reservations may be made up to one year in advance. The library should be notified of cancellation by one week in advance. The library, in its discretion, may change or cancel a reservation for a meeting room at any time.
- d. Granting use of a meeting room does not imply approval of the group or ideas presented at the meeting.
- e. The final decision pertaining to the use of the meeting rooms will rest with the Director.

VII. Refreshments

Refreshments in any of the meeting rooms are subject to approval on an individual basis. Any additional clean up or stain removal that is required will be subject to charge to the applicant.

VIII. General Conditions

- a. 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.
- b. Additional parking is available in the Westfield Washington school parking lot west of the Westfield Washington Public Library.
- c. Children are required to have adult supervision [other than library personnel] before, during, and after programs, while parents or Guardians attend meetings.
- d. Groups are responsible for setting and restoring the room to its original condition. All garbage and trash must be put in proper receptacles.
- e. The library assumes no responsibility for personal belongings of those attending a meeting.
- f. All rooms have wireless capability.