



17400 Westfield Blvd  
 Westfield, IN 46074  
 (317) 896-9391

Sun: 1pm-5pm  
 Mon-Wed: 10am-8pm  
 Thu-Fri: 10am-6pm  
 Sat: 10am-5pm

## FACILITY RESERVATION POLICY & PROCEDURES

The Westfield Washington Public Library, referred to as WWPL in the remainder of the document, provides public space for meetings of organized groups. All groups using the facility rooms will be required to abide by the rules governing the use of the library and its facilities. Failure to comply will result in an inability to use facilities in the future.

### Facility Rooms Available:

Room	Type	Seating	Floor	Features	Deposit	Fee
Meeting A	Large Conference	20	2	TV + webcam Food not allowed	\$50	Non-profit: \$0 For profit: \$50/hr
Meeting B	Small Conference	8	2	TV + whiteboard Food allowed	\$50	Non-profit: \$0 For profit: \$25/hr
Meeting C	Small Conference	8	2	TV + whiteboard Food allowed	\$50	Non-profit: \$0 For profit: \$25/hr
Sumner Room	Small Conference	14	2	No Audio/Visual* Food allowed	\$50	Non-profit: \$0 For profit: \$25/hr
Program A	Large Community Room	200	1	Large video wall + audio 200 chairs & 50 Tables Food allowed Sink and refrigerator	\$50	Non-profit: \$0 For profit: \$100/hr
Program B	Craft Room	40	1	No Audio/Visual* 32 small + 8 large chairs 6 low tables, 2 sinks Food allowed	\$50	Non-profit: \$0 For profit: \$50/hr
Program C	Classroom	24	1	TV + whiteboard 24 chairs and 12 tables Food allowed + sink	\$50	Non-profit: \$0 For profit: \$50/hr

Guest Wi-Fi available throughout the building. \*Mobile audio/visual options may be available upon request.

### Facility Availability:

- Use of Facility Rooms is limited to the hours that the library is open.
  - Mondays, Tuesdays, Wednesdays 10 am - 8 pm
  - Thursdays, Fridays 10 am - 6 pm
  - Saturdays 10 am - 5 pm
  - Sundays 1 pm - 5 pm

**Facility Availability (cont):**

- Availability may vary due to special or emergency closings.
- Special arrangements may be possible for meetings outside of regular library hours at the discretion of the Executive Director.
- Priority is given to residents of and groups within Washington Township
- Reservations can be made up to 90 days in advance.
- The following not all-inclusive list are examples of activities for which they may not be reserved
  - Activities and reservations that interfere with the normal operation of the library.
  - Personal or family parties, including bridal and baby showers.
  - Religious services or instruction.
  - Political rallies or political affiliation meetings.

**Facility Reservation Policy and Responsibilities:**

- Groups should start cleaning up 15 minutes prior to close.
- Groups are responsible for setting up and restoring the room to its original condition.
- Refreshments, including alcohol, are subject to approval and must be kept in reserved space.
- All garbage and trash must be put in proper receptacles.
- Any spills or damage must be reported promptly to library staff.
- Any additional clean up or stain removal that is required will be subject to charge to the applicant.
- Use of candles, smoking, vaping, or any open flame is prohibited.
- A responsible adult [18 years of age] must be present at all times.
- Children must be supervised by a non-library staff adult at all times.
- WWPL assumes no responsibility for personal belongings.

**Other Conditions:**

- All reservation requests must be submitted online and are pending until approval is received.
- Submitting the request form constitutes acknowledgement of this Facility Reservation Policy.
- WWPL programs and sponsored events will receive priority. All other reservations will be on a first-come, first-serve basis.
- Granting the use of a facility/room does not imply approval by WWPL of the group or ideas presented at the meeting.
- Events cannot be held in which admission is charged to attendees, unless approved by the director.
- In the event of a disaster or fire, immediately pull a red fire alarm, call 911 and exit the building.
- For inclement weather or tornado warnings, move to interior rooms or areas for protection
- Final approval for use of a facility room will rest with the WWPL Executive Director.

**Fees & Cancellations terms:**

- Deposits and Fees will be returned if cancellation is received one week in advance.
- For profit organizations will be charged \$50/hour for cancellations not received within one week
- All entities will be required to submit a \$50 deposit or have a credit card on file in their account\*
- If Fees are not received within 72 business hours, reservation may be forfeited.
- Deposits and Fees will be returned if the reservation is canceled due to inclement weather.
- \*Deposits may be waived for City of Westfield, Westfield Washington Township, District Schools including PTOs, and for all Westfield and Hamilton County Public Service Providers.
- WWPL, at its discretion, may change or cancel a reservation at any time for any reason.