



Westfield Washington

PUBLIC LIBRARY

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

Sun: 1pm-5pm
Mon-Wed: 9am-8pm
Thu-Sat: 9am-5pm

FACILITY RESERVATION POLICY & PROCEDURES

The Westfield Washington Public Library (WWPL or Library) 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.

Granting use of the reservable meeting rooms does not constitute or imply WWPL endorsement or advocacy of the purpose(s), activities, expression, or policies of any individual, group, or organization.

This policy is for use of the Library for outside groups and does not apply to Library programs, Library-sponsored programs, or approved use by Library-affiliated groups.

Facility Rooms Available:

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

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

Facility Availability:

- Use of Facility Rooms (except for Program 1A) is limited to the hours that the library is open
- Special arrangements may be possible for meetings outside of regular library hours at the discretion of the Executive Director.
- Availability may vary due to special or emergency closings.
- First priority is given to WWPL programs and sponsored events. All other reservations will be on a first-come, first-serve basis.
- Second priority is given to residents of and groups within Washington Township
- Reservations can be made up to 90 days in advance.
- 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.
- Meeting rooms may not be used by profit-making entities to advertise, sell, or trade products or services or to recruit potential partners or customers.
- Events cannot be held in which admission is charged to attendees, unless approved by the director.
- The following not all-inclusive list are examples of activities for which they may not be reserved
 - those 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.
 - activities that violate or encourage or support the violation of laws or harassment or discrimination in violation of applicable Board policies;
 - present a substantial risk of injury to a person or property damage greater than the normal risks arising from the use of Library facilities;
 - are sponsored or organized by persons or an organization that has not complied with this Policy or Rule when using Library facilities on other occasions.
- Reservation requests will be processed on a first-come first-served basis, however, to ensure equitable access, WWPL may restrict continuous ongoing reservations for any single group or individual if such reservations regularly deny other groups or individuals use of meeting rooms.
- For large special events, organizations will need to complete a *Special Event Rental Agreement*
- Final approval for use of a Library facility will rest with the WWPL Executive Director.

Facility Reservation Policy and Responsibilities:

- The use of the facilities and equipment shall be confined to the area designated in the agreement.
- Groups should start cleaning up 15 minutes prior to Library's posted closing time.
- Groups are responsible for setting up and restoring the room to its original condition.
- All set up and clean up must be conducted during the rental contract time
- Refreshments, including alcohol, are subject to approval and must be kept in reserved space.
- Alcohol is only permitted when provided by a caterer with a valid liquor serving license, a copy of which must be presented before reservation will be approved.
- All garbage and trash must be placed in the proper receptacles.
- Any spills or damage must be reported promptly to library staff.
- Use of candles, smoking, vaping, or any open flame is prohibited.
- Gambling 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.
- Signs, displays, or materials shall not be attached to the walls, window glass, woodwork, blinds, etc.
- Groups shall indemnify, defend, and hold harmless WWPL and its officers, directors, agents and employees from and against any and all claims, liabilities, losses, damages, costs, and expenses, including reasonable attorneys' fees, arising out of the groups breach of this Agreement or negligence.

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 reserves the right to have a staff member present at any meeting, program, or event to ensure adherence to library policies and/or to ensure rooms are being vacated at the proper time.
- 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
- Groups and individuals may not imply WWPL's sponsorship or endorsement of the activity being held on library property. The library's logo cannot be used in advertisements or announcements and the library's name may only be used in reference to the activity's location.
- Recurring reservations do not automatically renew for any period and it is the responsibility of the individual or the group representative to make additional reservations.
- Reservations may not be transferred for use to another individual, group, or organization.
- Regular rental of Library facilities does not imply the provision of storage facilities for supplies or equipment.

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.
- Additional fees will be assessed if the room is not left in clean and orderly condition or if library items have been damaged or lost

Insurance

As a condition of the use of a Library facility by a group not covered by the Library's liability insurance policies, the Library shall require that:

- the user by a fully authorized representative agree in writing to defend, indemnify, and hold the Library harmless for all claims arising out of the use of the Library facility, including claims by business invitees of the user and claims for the damage of Library property;
- at least five (5) days before the proposed use, the user submits a certificate of broad form liability insurance coverage in which the Westfield Washington Public Library, the Trustees of the Westfield Washington Public Library, and the WWT Library and Trustee Owners Association are made additional insureds for the activity with a minimum limit for coverage of at least \$1,000,000.00.
- if the event will include provision of food, user must provide name of caterer and must submit proof of the caterer's food permit from the county health department and the caterer's certificate of liability insurance coverage in which the Westfield Washington Public Library, the Trustees of the Westfield Washington Public Library, and the WWT Library and Trustee Owners Association are made additional insureds for the activity with a minimum limit for coverage of at least \$1,000,000.00. Note: users may provide pre-packaged food from unopened containers without utilizing a caterer but must indicate this at the time of the reservation.
- if the event will include provision of alcohol, the user must also submit a certificate of liquor liability coverage in which the Westfield Washington Public Library, the Trustees of the Westfield Washington Public Library, and the WWT Library and Trustee Owners Association are made additional insureds for the activity (either for the user or the user's caterer) with a minimum limit for coverage of at least \$1,000,000.00 and the liquor permit.