



WESTCHESTER PUBLIC LIBRARY

MEETING ROOM PROCEDURES & APPLICATION

Meeting room reservations are coordinated by the Library Administration Office: 926-7696.

- A) Only adult residents of the Library district in good standing with the Library may reserve meeting rooms.
- B) This application must be **fully** read, completed, and signed to request a reservation.
- C) Reservations are handled on a first-come, first served basis.
- D) Standing reservations must be submitted **annually** by completing a meeting room application **before** November 30. Standing reservations are limited to one meeting per week; consecutive use is limited to one meeting room for a maximum of seven days.
- E) Meeting reservation times **must include time to set-up and breakdown**
- F) Meeting rooms are available **only** during the hours designated to each particular room.
- G) Cancellations must be given at least **48 hours in advance** of the meeting, or will be considered a no-show. After 2 **no-shows** in one year, reservation privileges will be lost for the remainder of the year.
- H) Attendance is limited to the stated room capacity of each room, and attendance cards (located by the door) **must be completed and left** after each meeting.

LOCATIONS & RESERVATION HOURS

Bertha Wood Meeting Room at Thomas Library Branch (capacity 30)

9:00am to 8:45pm Monday-Thursday

9:00am to 5:45pm on Friday

9:00am to 4:45pm on Saturday

1:00pm to 4:45pm on Sunday

Hageman Library Branch Meeting Room (capacity 25)

9:00am to 5:45pm Monday-Friday

1:00pm to 4:45pm on Saturday (No Sunday hours)

Baughner Center Meeting Room (capacity 100)

9:00am to 8:30pm Monday-Thursday

9:00am to 5:30pm on Friday

9:00am to 4:30pm on Saturday

1:00pm to 4:30pm on Sunday

RULES

1. All meetings **must be free and open to the public.**
2. Groups and individuals using the meeting rooms are guests of the Library and their use of the space must reflect that understanding. Persons attending activities in meeting rooms are subject to all Library policies.
3. Use of meeting rooms must not disrupt other Library patrons.
4. Sale of goods and/or services is **not** permitted in Library meeting rooms unless as part of a Library-sponsored program (e.g. the sale of an author's books after a presentation).
5. Priority of meeting rooms will be given to Library-sponsored events.
6. The Library reserves the right to preempt any event for an emergency or Library-sponsored event; should this occur, the Library will make every effort to provide timely notice to the group.
7. The Library reserves the right to relocate, cancel, or postpone meetings depending on room demand, availability, and group size.
8. Use of meeting rooms does **not** constitute Library endorsement of the beliefs or ideas expressed by groups, organizations, or individuals using the space. Meetings must **not** be publicized in a manner that suggests Library sponsorship or affiliation.
9. Contact information from the meeting room application will be available to the public upon reservation confirmation.
10. Users may **not** store or leave equipment, supplies, or personal belongings in Library meeting rooms or other Library areas.
11. The library is not responsible for lost or stolen items.
12. Smoking, alcoholic beverages, candles, and any fire-lighted materials are **prohibited.**
13. All rooms are ready for use in a standard setup determined by the Library. Users are permitted to move tables and chairs to another setup, but **must restore the meeting room and its tables and chairs to its original state, and leave the room free of trash.**
14. Users agree to pay for all damages and losses incurred to the room or its contents, as well as any costs to the Library for excessive clean-up.
15. Users may use room-adjacent kitchenettes to prepare meals and refreshments, but must provide their own food, dishware, cutlery, paper goods, and cleaning supplies.
16. Users **must leave kitchenettes free of food and trash.**
17. The use of Library **Audio/Visual equipment**, and any other technology needs, **must be pre-arranged** with the Library **at the time of reservation.**
18. **All meetings must be finished** and meeting rooms **completely vacated by the end-time designated to each particular meeting room** (stated above). Failure to do so may result of loss of meeting room privileges.

I hereby state that I have read, understand, and agree to comply with all of the meeting room procedures and rules, and with Library Policy, while using Westchester Public Library meeting rooms.

Printed Name: _____

Signature: _____

Today's date _____

Name of Organization _____

Mission/Purpose of Organization _____

Your Name _____ Title _____

Address _____

Phone _____ Alternate Phone _____

Expected number of attendees _____

Requested meeting date(s) _____

Requested meeting time _____

Do you request use of Library **Audio/Visual equipment** and/or have technology needs for your meeting? Circle one: NO YES (Describe) _____

Room preference:

_____ Bertha Wood Meeting Room at Thomas Library Branch (capacity 30)

_____ Hageman Library Branch Meeting Room (capacity 25)

_____ Baugher Center Meeting Room (capacity 100)

I hereby state that I represent the above-named organization or group and will serve as the available contact for any and all communication about related meetings held in Westchester Public Library meeting rooms.

Printed Name: _____

Signature: _____