

Westville-New Durham Twp Public Library

Meeting Room Policy

The meeting rooms at the Westville-New Durham Twp Public Library are available for meetings and private parties for local residents and local organizations/groups/clubs. The individual must be at least 21 years old to reserve the meeting room.

Contact the Library staff to check availability of meeting rooms. Reservations must be made at least 7 days prior to meeting at the Library. Organizations can set up weekly/monthly schedules for regularly occurring meetings. We normally do not rent out the room outside of Library hours but special exceptions are possible if needed. The Library reserves the right to determine eligibility of the person(s) requesting the use of the meeting rooms and the right to refuse or revoke any and all privileges to any individual, group, or organization.

Local organizations/groups/clubs will be exempt from charges for use of the meeting rooms. Private parties must put down a **\$50 deposit**. If the room(s) has been cleaned up and no damages have occurred, **\$25** will be **returned** in the form of a check and mailed to the responsible party.

Let the staff know if your organization/group/club will need anything extra before the meeting. This includes use of the television, kitchen, or elevator.

Children must be supervised at all times by an adult.

No decorations are to be nailed, screwed, taped, stapled, or pinned directly to the walls.

Meeting room occupants may arrange the tables and chairs as desired with the requirement that they restore the meeting room back to the original set-up.

Food and drinks are permitted in the meeting rooms. However, future privileges and/or deposit may be revoked if food and drink have been spilled and not properly cleaned up.

Cleaning supplies (ex. wipes, paper towels, brooms, dish soap) will be available so that tables, chairs, and floor can be cleaned.

The Library enforces a "Carry-in, Carry-out" policy. Trash and recyclables created during the meeting/event must be removed and placed in the garbage/recycle containers outside the main door. Garbage bags and cleaning supplies will be provided.

Alcohol, smoking, and drugs are not permitted in the Library.

The meeting rooms are not to be used for selling any merchandise or food products, nor is it to be used by political candidates for local, state, or federal office.

Permission to use the meeting rooms does not constitute an endorsement of any group's policies or beliefs.

All users of the meeting rooms are expected to follow the rules of the Library and respect Library property.

Approved 7/20/22