



## Meeting Room Policy and Operational Rules and Regulations

### USE POLICY STATEMENT

The use of meeting rooms in the West Lafayette Public Library shall be for the purpose of presenting programs of culture, education, entertainment or information to the West Lafayette community. Though Library sponsored programs will take precedence in scheduling, other nonprofit community organizations such as civic groups, service organizations, church groups and individuals associated with not-for-profit groups and/or organizations or themselves holding not-for-profit status may schedule a meeting room(s) for the purposes noted above, subject to the rules and regulations listed below.

### OPERATIONAL RULES AND REGULATIONS

1. The person reserving the room must be a resident of Tippecanoe County, have an unrestricted West Lafayette Public Library card, and be over 18 years of age. The person reserving the room will be held responsible for the group's use of any Meeting Room.
2. The Meeting Rooms will be available for use during regular Library hours:
  - 10 a.m. - 7:45 p.m. Monday through Thursday\*
  - 10 a.m. - 5:45 p.m. Friday
  - 10 a.m. - 4:45 p.m. Saturday
  - 1:00 p.m. - 4:45 p.m. Sunday
  - \*4th Thursday of the month Noon - 7:45 p.m.
3. The Meeting Rooms may be used outside Library hours provided prior arrangements are made with the Library. A fee of \$25.00 per hour is required to hold the reservation. There is a \$25 fee for cancellations made within 2 weeks of the event date.
4. Reservations may be made in-person, by phone or on-line at:  
<http://westlafayettepubliclibrary.org/index.php/library-services/meeting-rooms> **NOTE:** Library activities (including those sponsored by the Friends of the Library and/or the Library Foundation) take precedence in scheduling.
5. Groups may reserve Meeting Rooms up to 6 times per every 6 month period.
6. No admission fee may be charged for admission to meetings in the Meeting Rooms or elsewhere on Library premises. All meetings must be open to the public, except for private parties. Rooms may be used for a private event for a minimum of 2 hours for a fee of \$25/hour. (A private party is by invitation only, but must conform to all other Library guidelines.) Advertising of profit-making meetings, events, products, etc. is not allowed on Library premises. The selling of materials and/or services is prohibited in the Meeting Rooms and anywhere else on Library premises.

7. Groups using the room are responsible for setting up the room to meet their own needs.
8. Light refreshments may be served. No alcoholic beverages may be dispensed or consumed on Library property.
9. Open flames of any kind are not permitted anywhere in the Library building. This includes smoking, the use of candles, etc.
10. The Library offers audio-visual equipment for use in our meeting rooms (LCD projector, DVD/VHS player, CD player and microphones are available). Please note: groups are responsible for any damage to Library equipment. Staff members are available to help with equipment set-up. Please call in-advance to ensure availability.
11. An audio looping system, for the hearing impaired, is available in the Elm and Walnut Rooms. Please speak with a staff member for more information. This service is made possible in part by a grant from the Community Foundation of Greater Lafayette.
12. Groups are expected to leave the room at the prearranged time. Groups should plan adequate time for set-up and clean-up, when scheduling.
13. Groups should leave the Meeting Room in a reasonable state, similar to the way the room was found. If the West Lafayette Public Library has to pay extra for cleaning up after a group's use of the Meeting Room, the group will be charged that amount.
14. The West Lafayette Public Library assumes no responsibility for the security of personal items in Meeting Rooms.
15. Rooms are available based on estimated group size:
  - Meeting Rooms Elm and Walnut: up to 100
  - Meeting Room Elm or Walnut: up to 50
  - Dig-Me: up to 20
  - Board Room: up to 20
  - Quiet Room: up to 15

Parking for those who use the Library Meeting Rooms is available at the Library parking garage and in the Morton Center parking lot.

16. The Library accepts no responsibility for the liability of groups meeting in the Library. Groups are encouraged to provide liability insurance for their members.
17. Permission from the Library Director, in consultation with the Library Board, when necessary, will be required for any use of Meeting Rooms which do not clearly fit the stated in this document.
18. Failure to adhere to these regulations may result in discontinuance of the groups' use of Meeting Rooms.