



MEETING ROOM USE POLICY, 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, nonprofit organizations, or Library users may schedule meeting rooms, subject to the rules and regulations listed below.

OPERATIONAL RULES AND REGULATIONS

1. The person reserving the room must have an unrestricted West Lafayette Public Library card, and be 18 years of age or older. Those without a West Lafayette Public Library card may reserve a room if available on the same day. The person reserving the room will be held responsible for the group's use of any Meeting Room.
2. 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. - 5:45 p.m. Saturday
3. The Meeting Rooms may be used outside Library hours provided prior arrangements are made with the Library. A fee of \$35.00 per hour is required to hold the reservation. There is a \$35 fee for cancellations made within 2 weeks of the event date, refunds will not be given within 24 hours of the scheduled reservation. *Dependent on staff availability
4. 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 \$35/hour. (A private party is by invitation only, and 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.
5. Reservations may be made in person, by phone, or online 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.

6. Groups may reserve Meeting Rooms up to 6 times per every 6-month period. Exceptions require approval from the Library Director.
7. Groups using the room are responsible for setting up the room to meet their own needs.
8. Groups are expected to leave the room at the prearranged time. Groups should plan adequate time for set-up and clean-up when scheduling. Rooms must be cleaned and vacated 15 minutes prior to the closing of the library.
9. Groups should leave the Meeting Room(s) and/or kitchenette in a reasonable state, similar to the way the room was found. Any additional cleaning or repair required beyond normal library maintenance may be billed at an hourly rate, or result in the removal of meeting room privileges.
10. Light refreshments may be served. No alcoholic beverages may be dispensed or consumed on Library property without the written consent of the West Lafayette Public Library Board of Trustees and proper serving license requirements, per Indiana State code.
11. Open flames of any kind are not permitted anywhere in the Library building. This includes smoking/vaping, the use of candles, etc.
12. The Library offers audio-visual equipment for use in our meeting some of our meeting rooms. Please note: groups are responsible for any damage to Library equipment. Please call in advance to ensure availability.
13. An audio looping system, for the hearing impaired, is available in the Elm, Maple, 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.
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:
 - Elm, Maple, Walnut: up to 130
 - Elm & Maple: up to 100
 - Maple & Walnut: up to 80
 - Elm: up to 50
 - Maple: up to 50
 - Walnut: up to 30

 - 224: up to 12
 - 229: up to 4
 - 244: up to 4
 - Creativity Lab: up to 24 (please see [this document](#) for room details)
16. Parking for those who use the Library Meeting Rooms is available at the Library parking garage (please remember to have guests' tickets validated) and in the Sonya Margerum City Hall parking lot.
17. Organizations or individuals using meeting rooms shall be liable for all damages, expenses, and loss, including theft and property loss, caused by any person who attends, participates in or provides goods and services connected with the organization's or individual's use of the facility

and all tangible property. Replacement value may be used by the West Lafayette Public Library to determine the damage cost charged.

18. 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 guidelines in this document.
19. Failure to adhere to these regulations may result in discontinuance of the groups' use of Meeting Rooms.