



West Lafayette Public Library

Subject: Meeting Room and Study Room Use

Effective Date: November 9, 2023

Authorized By: Board of Trustees

Review: 3 years

Policy

- New*
 - Revised*
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The West Lafayette Public Library provides spaces for public meetings and gatherings. Meeting rooms are available to the public for the purpose of presenting programs of culture, education, entertainment, or information to the West Lafayette community. Study rooms are available for the purpose of quiet study, small group work, or virtual meeting participation. Library users may schedule meeting rooms and/or study rooms in accordance with the guidelines below.

Reserving a Meeting Room

Community meetings, gatherings, and events will be scheduled on a first-come, first-serve basis. Individuals reserving the room must have an unrestricted Library card with the West Lafayette Public Library or another Evergreen Library, (Indiana residents living inside any area of the Indiana [Statewide Reciprocal Borrowing Covenant Libraries](#) are eligible for a free Reciprocal Borrower Card) and be 18 years of age or older. Those without a West Lafayette Public Library card may reserve a room on the same day if no other reservations exist. Reservations may be made in person, by phone, or online via the Library's website. Groups may reserve meeting rooms up to 6 times per every 6-month period (January-June; July-December) and up to six months in advance.

Library programs have scheduling priority in meeting rooms. The meeting rooms are available for use during regular Library hours, with reservations ending 15 minutes before closing. Meeting rooms may be used outside



Library hours provided prior arrangements are made with the Library. See the Outside-Hours Policy for more information.

All meetings must be open to the public, except for private meetings or parties (defined as a gathering that is by invitation only). Private use of the room is available for a fee of \$35/hour, 2 hour minimum, which must be paid in advance. Private meetings must adhere to all other Library guidelines.

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
- Creativity Lab: up to 24 (needs staff approval)

Booking a Study Room

Study rooms may be booked for use with a same-day reservation granted by Library staff over the phone or in person. Study rooms are booked on a first-come first serve basis. A Library card is not required for use of study rooms but users must provide a phone number or email address. The person reserving the room will be held responsible for the group's use of that study room.

Study room reservations are for a single two-hour time block per group per day. Time cannot be split and individual members of each group cannot reserve additional time blocks.

Rooms are available based on estimated group size:

- Room 224: up to 12
- Room 229: up to 4
- Room 244: up to 4

Using the Meeting Rooms and Study Rooms

Meeting room and study room users will adhere to the Library Behavior Policy and expectations as outlined below. Failure to follow these



instructions will result in billing for repairs or loss of rental privilege. The reserving individual is responsible for damages to meeting rooms. Any additional cleaning or repair required beyond normal Library maintenance may be billed at an hourly rate and/or result in the removal of meeting room privileges.

1. No fee may be charged for admission to events in the meeting rooms, study rooms or elsewhere on Library premises.
2. 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.
3. Groups using the room are responsible for setting up the room and returning the meeting room and/or kitchenette to a similar way to its regular state. Requested reservation times should be made in order to plan adequate time for set-up and clean-up. Rooms must be cleaned and vacated 15 minutes prior to the closing of the Library.
4. Reservations for a later time in the day will be considered a “no show” and canceled if no one has arrived 15 minutes after the scheduled start time.
5. 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.
6. The Library offers audio-visual equipment and an audio-looping system for use in some of our meeting rooms.
7. The West Lafayette Public Library assumes no responsibility for the security of personal items in the meeting rooms.
8. Permission from the Library Director, in consultation with the Library Board as necessary, will be required for any use of the meeting rooms which do not clearly fit the stated guidelines in this document.
9. Failure to adhere to these regulations may result in discontinuance of the groups’ use of study rooms.