



Westerville  
Public Library

## Meeting Room Guidelines

Meeting rooms must be reserved in advance, either in person, by telephone or through our online reservation software.

Meeting room reservations are not transferable from one group to another.

The first floor meeting rooms are exclusively for the use of non-profit organizations. Businesses can meet and use the Study Rooms and Tutor Rooms on the second floor of the library, but are not allowed the use of the Meeting Rooms or Conference Room.

Groups using the Westerville Public Library meeting room space may not charge admission to the meeting or fees of any kind.

Private parties are prohibited. (Examples of reservation requests that WILL NOT be approved include: birthday parties, anniversary parties, baby showers, etc. Examples of reservation requests that WILL be approved include: meetings for Boy Scout troops, condo associations, homeschoolers, PTAs, etc. Memorials that are a religious service will also be approved.)

If a scheduled meeting is cancelled, the library should be advised at least twenty-four (24) hours in advance.

Food and drink are permitted in the meeting rooms. Alcoholic beverages and smoking are prohibited in the Westerville Public Library.

The name, address or telephone number of the Westerville Public Library may not be used as the contact person, nor shall the use of the meeting room be publicized in such a way as to imply the Westerville Public Library sponsorship of the group's activities unless the activity is being co-sponsored by the Westerville Public Library.

No decorations, posters or any other materials may be installed or displayed in the meeting room without prior Westerville Public Library approval.

No Westerville Public Library equipment should be removed from the meeting room area without library approval.

The group using the meeting space shall:

Have at least one person in attendance who is at least eighteen (18) years of age and who will be responsible for the group and use of the meeting space.

Be financially responsible for any damage to Westerville Public Library property, buildings, furnishings and/or equipment, and assume responsibility for all loss, damage or injury arising from use of meeting room space.

Covenant and indemnify themselves for any claim, suit judgment, cost expense or responsibility of any kind whatsoever resulting from use of property; premises or facilities of the Westerville Public Library.

For good cause, the Westerville Public Library Director may waive any meeting room regulation and may deny or cancel any application for reservation of meeting room space.