

**Westhampton Public Library  
Community Room  
Frequently Asked Questions**

**What groups may use the Community Room?**

- The Community Room may be used by nonprofit community groups, agencies of the Town of Westhampton, groups affiliated with local schools and individuals offering programming consistent with library priorities for the Community Room.
- Preference shall be given to groups and individuals conducting library programs, other library-related groups, civic groups and school groups.
- For profit groups, commercial enterprises or businesses are not eligible to use the Community Room.
- Closed meetings are not allowed and all events must be open to the public.
- The capacity of the Community Room is 40 people.

**Are any functions/activities restricted?**

- Commercial activity is not permitted.
- Purely social gatherings are not permitted.

**Are there any fees for use of the room?**

- Use of the room is free but donations to the Friends of the Library are encouraged.
- A \$20 refundable cash deposit is required and must be submitted with the signed application.

**What hours/days are available?**

- The Community Room is available during normal library hours and may be reserved for up to three hours.
- Events may not exceed three hours unless approved in advance by the Library Director.
- Events may occur outside of normal library hours with prior approval of the Library Director.

**What are the responsibilities of users?**

- Applicants must be at least 18 years of age and must complete, sign and submit the application form at least 1 week prior to the planned event.
- The applicant shall be responsible for any damages to library property or premises resulting from their use of the property, including the actions of event attendees.
- Applicants shall be responsible for ensuring that the room is exactly as it was prior to use (i.e. - chairs put away, all trash removed, etc.).
- Signing of the application shall signify the applicant's acknowledgment that the library and the town are not responsible in any way for any damages or injuries that may occur on library premises during a meeting.

