

**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 related library 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.

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 overseen by library staff or officers of the Friends of the Library may occur outside of normal library hours with prior approval of the library director.

What are the responsibilities of users?

- Applicants must be 18 years of age and must complete, sign and submit the application form at least one 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 acknowledgement that the library and town are not responsible in any way for any damages or injuries that may occur on library premises during a meeting.

**Westhampton Public Library  
Community Room Application for Reservation**

**Applicant Information:**

**Name of applicant:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of event:** \_\_\_\_\_ **Time needed: from** \_\_\_\_\_ **am/pm to** \_\_\_\_\_ **am/pm**

**Type of Organization:**

**Literary:** \_\_\_\_\_ **Educational:** \_\_\_\_\_ **Philanthropic:** \_\_\_\_\_ **Civic:** \_\_\_\_\_

**Other (explain):** \_\_\_\_\_

**Are you a non-profit organization? Yes**\_\_\_\_ **No**\_\_\_\_

**Is this event open to the public? Yes**\_\_\_\_ **No**\_\_\_\_

**Activities to be conducted during your event:** \_\_\_\_\_

Internet access is available in the community room.

**RULES GOVERNING USE OF COMMUNITY ROOM:**

1. Total capacity is 40 persons.
2. To protect interior finishes, materials may not be attached to windows or walls.
3. The community room must be restored to its original clean condition.
4. Unlawful activity shall not be permitted in the community room and such activity shall be a basis to deny future use of the space by groups or individuals violating this policy.
5. Use of alcohol and tobacco is prohibited.
6. Meetings may be terminated by library personnel if the activities are disruptive to library services.
7. People aged 17 and under may not reserve the community room, and attendees aged 17 and under must be supervised by an adult responsible for the event held in the community room.
8. Permission to use meeting room is not transferable by any individual or group when application was previously approved.
9. Meeting room users agree to pay for any and all damages to library property resulting from their use of the property, including the actions of event attendees.
10. Users are requested to bring their own easels, office equipment, and supplies.
11. Each applicant will receive a copy of the Community Room Usage Policy.

I certify that I am at least 18 years of age and an officer of the above named organization; that I have the authority to reserve the community room; and that the above statements are true to the best of my knowledge and belief.

I hereby agree that the applicant will be responsible for any damage caused by the applicant's organization to the library premises or furnishings because of the use of said premises, and agree to pay for said damages as assessed by the Library Board of Trustees. I have read and agree to abide by and uphold all rules and policies of the Westhampton Public Library governing the use of library premises.

I agree to protect, save, and keep the Westhampton Public Library's Board of Trustees, the library director, their agents and employees forever free and harmless and indemnified against and from any and all lost, cost, or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises.

Signature of representative for organization or group making reservation acknowledges that the governing rules above are understood.

Signature:\_\_\_\_\_ Title:\_\_\_\_\_

Print Name:\_\_\_\_\_

Date:\_\_\_\_\_