



## Meeting Room Reservation Policy

Meeting room reservations may be made in person, or by mail. For information, please contact the Athenaeum's Reference and Information Services staff at (413) 562-0716. A completed application and pre-payment of the fee, if applicable, confirms the reservation. The signer of the agreement will be held responsible for any and all damages to the facilities.

Space may be reserved up to 3 months in advance of the day the room(s) will be used, on a space available basis. Reservations must be made at least 24 hours in advance.

Cancellation of a reservation must be reported at least 5 business days before the scheduled date to receive a 50% refund. Failure to cancel or to appear for a reservation will result in the loss of funds. The Athenaeum reserves the right to refuse service to patrons who have an outstanding meeting room use bill.

A completed and signed meeting room application by an adult representative (18 years of age or older) of the group must be returned to the Library Director before the scheduled meeting, along with payment, if applicable. Checks should be made out to "The Westfield Athenaeum."

A copy of the meeting room reservation policy will be provided with the application for meeting room use. A reservation will not be confirmed until the Library Director receives a completed application form.

Room capacities, limited by local fire code, must not be exceeded. Groups using the meeting rooms should request the number of chairs and tables that will be needed in the room on the meeting room application form, along with the need for any audiovisual equipment. Groups may arrange the furniture in the room according to their own needs. Following the meeting, the furniture and equipment must be returned to their original arrangement.

No mounting of materials is permitted on the walls or windows of the meeting rooms. Easels are available for use if needed.

An appropriate (at least two) number of adults must accompany groups of minors 17 years of age and younger.

Only light refreshments may be served without prior authorization. If you wish to serve wine or beer, prior authorization from the Library Director, proof of liquor liability and a liquor license issued by the City of Westfield's License Commission must be provided. In

addition, if you are considering using an outside caterer, please consult with the Library Director. Groups need to bring in all of their own supplies, including table linens. Groups serving refreshments must remove all leftover food and drink following the meeting. Smoking is prohibited inside the Athenaeum, including the meeting rooms, as well as on the grounds outside.

Groups are responsible for leaving the room in a neat and orderly condition.

The Athenaeum is not responsible for the loss of any personal belongings or any injuries sustained in meetings not sponsored by the Library.

The meeting rooms are available during all regular operating hours of the Athenaeum: Monday – Thursday 8:30 a.m. – 8:00 p.m., Friday and Saturday 8:30 a.m. – 5:00 p.m. from September – June. During July and August, the Athenaeum is closed on Saturdays.

All meetings and programs must end 15 minutes prior to closing.

If you wish to reserve a meeting room outside of the Athenaeum's normal business hours, please speak with the Library Director. Permission may be granted, however, an additional fee for the custodian will be required. The fee will be based on the number of hours the meeting will be held outside of the Athenaeum's normal business hours.

Meeting rooms will not be available when the Athenaeum is closed due to emergency conditions or due to inclement weather. Please check local listings if you are in doubt about whether the Athenaeum will be open.

In accordance with the American Library Association's *Library Bill of Rights*, the Athenaeum does not limit the use of its meeting rooms based on the subject matter or content of the meeting, or on the beliefs or affiliations of the meeting's sponsors.

Use of the meeting rooms does not imply endorsement, support of co-sponsorship by the Westfield Athenaeum of the activities that take place in the meeting rooms, or the beliefs of the group(s) using the meeting rooms.

Groups using the meeting rooms may not imply that the event or program is being sponsored, co-sponsored, or endorsed by the Westfield Athenaeum in any advertising or publicity without prior authorization from the Library Director. The Library Director reserves the right to prohibit use of the meeting rooms based on applicable federal, state and local laws.

Groups failing to comply with any part of this policy or the established procedures will be denied further use of the meeting rooms.

Please direct any questions or concerns about this policy to the Library Director. We hope you enjoy using the Athenaeum's meeting rooms for your program or event.