

Huntington Woods Public Library

Meeting Room Rental Information



Meeting Room Policy

The primary functions of the meeting rooms at the Huntington Woods Library are to support library programs and activities. Therefore, library sponsored programs are given first priority in the reservation of meeting room space. The library reserves the right to prohibit any groups from using the library's meeting room spaces for purposes that violate the library's policies or its mission.

HWPL meeting rooms are available to HWPL library card holders only. **The HWPL library card holder must sign the meeting room application and must be present for the entire reservation period.** It is the responsibility of this person to notify the library if a meeting is cancelled; notice of cancellation must be received at least three days prior to the scheduled event in order to receive a refund. The room rental signee is responsible for the orderly conduct of their group. In the event of any damage to library property or equipment, including art in the Woods Gallery, the signee will be held liable and will be billed for repairs, replacements, and cleaning fees.

Fees for the Use of Meeting Rooms

All groups, whether for-profit or non-profit, are charged for the use of the **Woods Gallery** and the **Knox Room**. The **Friends Room** is available without charge for HWPL library card holders for groups of fewer than twelve people.

Rental fees must be paid within one week of submitting the room rental agreement. If payment is not received within one week, the room may be rented out to another group.

Additional Guidelines for Use of the Meeting Rooms

- No meeting room rentals will be scheduled earlier than 15 minutes after the library opens. All groups must vacate the meeting room 15 minutes before the library closes.
- The signer of the Room Rental Agreement must be present at the meeting room event for the entire rental period.
- Groups may **not** use the Library's name, address or telephone as their official

address or contact information, nor may they publicize their activities in such a way as to imply Library sponsorship.

- **Any publicity for an event in a library meeting room must contain the following statement: “This program is neither sponsored, nor endorsed, by the Huntington Woods Public Library.” Any references to the Woods Gallery must be stated as “Woods Gallery” and not simply “Gallery” or “Art Gallery.”**
- Groups may not charge admission fees at the library for a meeting room event.
- The library does not allow smoking, alcoholic beverages, or cooking in the meeting rooms. Rental of the Knox Room includes limited use of the attached kitchen (refrigerator, microwave, and ice machine).
- Light refreshments may be served in the meeting rooms. A \$100 cleaning fee will be assessed for any room that is not left in the condition in which it was rented.
- Groups may not hang signs, posters, displays or other decorations in the meeting rooms.
- Groups may be asked to vacate the premises and forfeit their room rental for excessive noise levels or if their activities are disturbing the normal operation of the library in any way. No refund of the meeting room fee will be issued in these circumstances.

Woods Gallery

Cost: \$ \$20/hour, with 15 minutes before and after the reservation period added without charge for set-up and clean-up.

Included: Projector and large wall screen, DVD player, custom setup of tables and chairs.

Not included: Laptop, use of kitchen.

Max attendees: 70 auditorium-style chairs, no tables; 48 with tables and 6 chairs. Events with children are not allowed in the Gallery.

Allowed: Light snacks and non-alcoholic beverages are allowed; a \$100 cleaning fee will be assessed if the room is not left in the same condition in which it was rented.

Knox Room

Cost: \$10/hour, with 15 minutes before and after the reservation period added without charge for set-up and clean-up.

Included: Projector and large wall screen, DVD player, setup of tables and chairs, limited use of microwave, Keurig coffee maker, and refrigerator in attached kitchen.

Not included: Laptop, use of stovetop, large drip coffee maker, or oven in kitchen.

Max attendees: 50 auditorium-style chairs, no tables; 36 with tables and 6 chairs.

Allowed: Light snacks and non-alcoholic beverages are allowed; a \$100 cleaning fee will be assessed if the room is not left in the same condition in which it was rented.

Friends Room

Cost: No charge.

Included: Four rectangular tables pushed together to form one large table, 10-12 chairs around the tables. No custom set-ups allowed. Flat screen TV with hdmi cable for laptop, white board.

Not included: projector, screen, use of kitchen, laptop, or custom room set-up.

Max attendees: 10-12

How to Make a Meeting Room Reservation

1. Call or come into the library and speak with a librarian to check on your desired date's availability so we can put a tentative one-week hold on the date(s) you want. You can also fill out our Meeting Room Reservation from our website: www.huntingtonwoodslib.org, under "About" on our home page.
2. Bring your completed application, your payment, and your library card into the library and give to the clerk at the checkout desk. This is when we'll ask you how you want the room set up for your event.
3. If you're creating a flyer for your event, please make sure it contains the wording in bold above about using the library's name.
4. On the day of your event, please check in at the checkout desk so we know you're here.