

WESTVILLE PUBLIC LIBRARY DISTRICT COMMUNITY ROOM

Westville Public Library Community Room
233 South State St.
Westville, IL 61883
217-267-3170

Capacity: up to 50 persons

- The Westville Public Library Community Room is available without charge to non-profit groups engaged in educational, cultural, civic or charitable activities.
- Fees for Private Party/Meeting Use:
 - \$35.00 Room Rental
 - \$50.00 Deposit (refunded after key is turned in and room is checked for damage)
 - --We accepted cash or check as payment for rental.
 - --Room can only be reserved after paperwork has been filled out and payment of room rental and deposit are received. Must be 18 years or older to reserve room.

Reservations:

- Call 217-267-3170 or stop in to check for room date/time availability
- To reserve the room:
 - Stop at library to fill our paperwork
 - Pay room rental and deposit
 - If paying with check, please pay with two separate checks for rental and deposit
- If your party is after business hours, you will need to pick up a key before your party date
- Library hours are:
 - Mon. – Fri. - 9:30-6:00
 - Sat. – 9:30-1:30
 - Sun. Closed

Cancellations:

- Notice of Cancellations must be given to the library at least 24 hours in advance.

Amenities:

- The Community Room has access to a kitchenette and restrooms.
- 8 tables and 32 chairs are set up in the room. Extra chairs and 2 extra tables are available.
- **PLEASE DO NOT ATTACH OR HANG ANYTHING TO THE WALLS OR CEILING
(Doing so will result in loss of \$50 deposit)**

Food:

- Food and non-alcoholic beverages are allowed
- Alcoholic beverages are not permitted
- Renters may use refrigerator, coffee pot, and microwave (clean up when done)

Responsibilities:

- Renter agrees to pay for all damages done to the Library Community Room during their meeting.
- Contact person is responsible for ensuring that all guests are aware of and abide by regulations.
- All parties/meetings must have at least one adult present.
- The library assumes no responsibility for personal injury.
- There is absolutely no drug use or smoking of any kind tolerated on premises.
- No lit candles or open flame allowed.
- The Community Rooms must be left in an orderly condition...
 - **Community Room**
 - Wipe all tables and chairs
 - Vacuum floor
 - Wipe down kitchenette area
 - Empty refrigerator
 - Lights off
 - Take all trash out
 - **Bathrooms**
 - Toilets flushed
 - Lights off
- Lock all four doors at main entrance. Return key in drop box in front of library or bring it in to library next business day.