



Room Rental Policies

The Winter Park Public Library's meeting rooms are valuable assets to the community. To insure optimum enjoyment of these facilities by all, everyone using them must adhere to the following policy and regulations.

- The Library Director and/or the Board of Trustees are authorized to deny permission to use Library rooms to any group that is disorderly or violates the regulations.
- Rental of the Library's facilities by a group or organization does not imply endorsement of the group or organization's purpose or philosophy. The use of the Winter Park Public Library in no way implies or suggests sponsorship or endorsement of this program by the Library.
- The organization shall not use or appear to use the name, logo, photo, etc., of the Winter Park Public Library as an endorsement.

Reservations

Reservations may be made online or by contacting the Library Administration Office (407) 623-3278, or e-mailing rooms@wppl.org. After a confirmed reservation, **payment must be made to the Library at least two business days before the meeting.** Failure to pay by the deadline will result in cancellation and the charge of Additional Fees.

NOTE: Arrangements for equipment and/or setup must be made in advance. This includes requests for equipment, number and placement of tables and number and configuration of chairs. The Library staff does not operate any equipment for groups. It is the responsibility of the group to have a competent, trained person there to run the equipment. If you made your reservation online and need to make changes, contact rooms@wppl.org prior to your reservation.

Additional Fees

- Overstay Fee \$30.00 applies when renters stay past library closing time.
- Cancellation Fee \$30.00 applies when renter fails to notify the Library of cancellation two business days prior to the scheduled room rental date.
- Room Cleanup Fee \$30.00 applies when the staff of the Library needs to clean a room after a meeting, i.e. scrub tables or vacuum the floor. Renters do not need to take out trash or rearrange tables and chairs.
- Collection Agency Fee \$25.00 applies when renters do not pay the room rental invoice amount within 90 days after the room rental date.

Regulations

- Handouts with a profit-making organization's name, logo or trademark (except for business cards) may be distributed in the rental room only.
- The Meeting Room coordinator may approve light refreshments. Alcoholic beverages are not permitted. Smoking is not allowed on any part of library property.
- The room must be left in a neat, clean and orderly condition. If these conditions are not met, a Room Cleanup Fee of \$30 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group. Organizations holding meetings assume responsibility for any damage to rooms, contents or equipment used and will be charged for any necessary repairs or replacement.
- The following disclaimer must be announced at the beginning of all meetings: "The use of this facility in no way implies or suggests sponsorship or endorsement of this program by the Winter Park Public Library."