

Library Venue Hire Policy

Purpose

The Westland District Library provides [meeting and event spaces](#) to support educational, cultural, civic, and recreational activities. Rooms are available to individuals, community groups, and organisations whose activities align with the library's mission and values.

Eligibility

- Rooms may be booked by individuals aged 18+ or by representatives of community organisations and businesses.
- Non-profit groups, educational institutions, and community organizations are prioritised.
- Commercial, political, or religious groups may book spaces provided activities are lawful and do not imply library endorsement.

General Guidelines

- Meeting rooms are available during [library opening hours](#).
- Bookings are accepted on a first-come, first-served basis.
- Library programmes and events take priority over external bookings.
- All use of rooms must follow library policies, including the standards outlined in [Your Library: Shared Expectations](#).
- The library reserves the right to refuse or cancel bookings that conflict with library values, pose a safety risk, or breach this policy.
- Youth groups may use rooms provided a responsible adult is always present.

Fees

- Please refer to the [library website](#) for specific fees.
- Payment is due on the day of use. Invoicing may be available for organisations on request.

Cancellations

- Cancellations must be notified either by email to library@westlib.co.nz or by phone to 03 7556208.
- Cancellations must be received at least 2 days prior to the booking.
- Cancellations made within 2 days of the booking or failure to show, may incur the full booking fee.
- The library reserves the right to cancel a booking in the event of unforeseen circumstances (e.g., building closure, library emergency). In this case, a full refund will be provided or the booking rescheduled.

Conditions of Use

- Rooms must be left clean and in original condition.
- Users are responsible for any damage or extra cleaning required.
- No food or drink unless approved in advance.
- Technology/equipment use, or support must be requested in advance.
- No smoking, alcohol, or illegal activities.

Booking Procedure

- Booking enquiries can be made [online](#), by email, phone, or in person at the library service desk.
- Regular/recurring bookings may be permitted subject to availability and review.
- Rooms may be booked up to 12 months in advance.
- Bookings are made on a first-come, first-served basis.
- Room use must begin and end within library operating hours.

Liability

- The library is not responsible for loss, theft, or damage of personal property.
- The booking party assumes responsibility for the conduct of all attendees.
- Use of rooms does not imply library sponsorship or endorsement of activities.

Contact

For more information, bookings, cancellations, or questions, visit www.westlib.co.nz/venue-hire/ or contact the library email library@westlib.co.nz or phone 03 7556208