

Meeting Room Payment Schedule:

As a service to our patrons, the meeting rooms of Way Public Library are open for use by the community if they are not needed for library programs. The primary function of the meeting rooms is to promote the library's mission.

Non-profit groups with proof of 501(c)(3) status can use the rooms for free, while other groups or businesses can rent rooms at designated prices and pay prior to their meeting (Additional charges may apply if a meeting extends more than four hours).

Pay Schedule:

Room	Cost	Capacity	Comments
Meeting Rooms A, B, C, D	\$50 per room.	25 people	These rooms can combine into a larger room with greater capacity.
Conference Room 1	\$50	16 people	Whiteboard and presentation equipment included.
Conference Room 2	\$50	10 people	Whiteboard and presentation equipment included.
Focus Rooms	\$0	4 people	Same-day booking only.

Payment must be in either cash or check format and made on the day of the reservation at the Circulation Desk.

Cancellations must be made within 24 hours of the event; otherwise, the group is responsible for the rental fee.

Adopted by the Way Public Library Board of Trustees – May 26, 2026