The Westport Library...

The Westport Library...
A Community Gathering and Meeting Space

Since 1908, the Westport Library has been at the center of our community, open to all. A key focus of the Transformation project was to increase the capacity for patrons and organizations to gather and meet for collaboration, planning, study, information sessions, and to attend our more than 2000 programs a year.

In addition to the flexible 400+ seat Trefz Forum for performances and programs, we have created 7 small meeting rooms, 4 mid-sized conference rooms, 4 large conference rooms, and a family lounge.

Below are some of the attributes of our spaces for use by the community. Most can be reserved with a couple of clicks on our online system at westportlibrary.org/book-a-room/

OVERALL POLICY

Only one reservation can be made at a time and only one per day.

CONCIERGE SERVICES

Room set up, including tech and seating configurations.
Café services available for more than 4 people – contact hstagg@westportlibrary.org in advance.

The Westport Library is fully accessible for people with disabilities.

SMALL MEETING ROOMS

- Free of charge
- Reserve up to 48 hours in advance
- Seats up to four individuals
- Supplied with whiteboard and ample outlets for technology and charging
- Maximum usage is 1.5 hours per day
- Available during Library hours

MID-SIZE CONFERENCE ROOMS

- Room charges: $25 per hour for Westport residents, business, or organization
- No charge to nonprofit organizations, all others $50 per hour
- Reserve up to one month in advance
- Maximum usage 2 hours (to schedule up to 4 hrs contact rpowell@westportlibrary.org)
- Limited to 10 reservations per year

Connect, Communicate, Collaborate... westportlibrary.org/book-a-room/

LARGE CONFERENCE/PROGRAM ROOMS – Zoom and Powerpoint enabled

BROOKS PLACE

- Capacity auditorium style 70 people
- Capacity with tables 30
- $100 per hour for Westport residents. $150 per hour for non-Westport residents
- Zoom and Powerpoint enabled
- Podium Microphones

KOMANSKY ROOM

- Capacity auditorium style 100
- Capacity with tables 50
- $100 per hour for Westport residents and organizations, $150 for all others
- Zoom and Powerpoint enabled
- Podium Microphones

BOARD ROOM

- Capacity 20
- Room charges: $50 per hour for Westport residents, businesses, or organizations, all others $100 per hour
- No charge to nonprofit organizations
- Reserve up to 2 months in advance
- Maximum usage is 2 hours (for up to 4 hours, contact rpowell@westportlibrary.org)

McCALL ROOM

- Capacity 20
- Room charges: $50 per hour for Westport residents, businesses, or organizations, all others $100 per hour
- No charge to nonprofit organizations
- Reserve up to 2 months in advance
- Maximum usage is 2 hours (for up to 4 hours, contact rpowell@westportlibrary.org)