

# **Wallingford Public Library Policy on Use of Meeting Rooms**

## **Meeting Rooms**

The Wallingford Public Library maintains meeting rooms primarily for library-related activities. Programs may be sponsored or co-sponsored by the Library in order to accomplish its mission and to provide educational, informational, recreational, and inspirational opportunities for the community.

When the rooms are not needed for Library activities, nonprofit organizations headquartered in Wallingford and serving the Wallingford community may use the meeting rooms for educational, civic, and/or cultural programs intended for and open to the public. No commercial or private use of the meeting rooms is permitted. No fee is charged for use of the meeting rooms.

To request use of a meeting room, complete an application form and return it to Julie Rio, Adult Programming and Community Services Librarian via email [jrio@wallingfordlibrary.org](mailto:jrio@wallingfordlibrary.org) or hard copy to the Library at 200 North Main Street, Wallingford, CT 06492.

## **Reservation Policies**

Library functions will have first priority for use of the meeting rooms and the Library reserves the right to preempt non-library use. Library use may include meetings of Town Departments, agencies, or use by elected officials representing Wallingford.

Reservations for use of the meeting rooms shall be on a single use basis, and use shall be restricted to one booking per organization per calendar year. Special consideration may be made at the discretion of the Library Director when an organization plans a multi-part program.

A written application for use should be made one month in advance whenever possible. Applications will not be accepted further than six months in advance.

An adult must contract for use of the room by juvenile groups, and adequate adult supervision must be provided.

Meetings in the Community Room and Charlotte Collins Meeting Room may begin no earlier than 9:30 a.m. and must conclude by 8:45 p.m. No use by outside organizations will be permitted on Saturday or Sunday.

Maximum capacity of the Community Room is 150, the Charlotte Collins Meeting Room is 50, and the Board Room is 20. The Library reserves the right to deny requests for use of the room, or cancel a reservation which has been made, when attendance over the maximum can reasonably be expected.

Notice of cancellation of a reservation to use a meeting room, for any reason, will be given as far in advance as possible.

Small groups may be assigned to a study room at the discretion of the Librarian.

## **Guidelines**

- Admission may not be charged.
- Items may be sold only with the permission of the Director, and no soliciting is allowed.
- In accordance with Connecticut State Law, no smoking is allowed. Alcoholic beverages may not be served.
- Groups are responsible for arranging, setting up, and putting away furniture within the time reserved.
- Kitchen facilities for serving refreshments are available by previous arrangement. The kitchen must be left in a clean, orderly condition.
- The organization is responsible for managing their audio/visual needs. Use of the Library's projection and sound system is permitted with advanced notice and cables are supplied by the Library. Laptops must be supplied by the organization and technical assistance is not guaranteed to be available from Library staff.
- The organization will be responsible for any damage to Library equipment or premises. Such damage shall be reported promptly to the Librarian, who will arrange for professional repairs or cleaning, the cost of which will be borne by the organization.
- The Library will not be responsible for equipment, supplies, exhibit materials, or any other items owned by an individual or group used in the meeting rooms.
- In all advertising and press releases, it must be made clear that the sponsoring organization should be contacted directly for information regarding the program, and a contact name and telephone number must be provided.
- A statement of sponsorship must appear in all advertising and press releases using the following phrase: "This program is sponsored by [organization's name] and will be held in the [name of room] of the Wallingford Public Library, 200 North Main Street, Wallingford."
- In case of emergency, meeting participants must exit the Library immediately.

## **Supervision & Responsibility for Order**

The organization using a meeting room is responsible for supervising the meeting, and ensuring that meeting attendees adhere to the Library's Code of Conduct. Meeting that will interfere with normal Library use will not be permitted.

Failure to comply with Library Policies and Code of Conduct will result in a cancellation of the event and/or a denial of future requests for use of a room.

*Revised September 23, 2013. This policy has been approved by the Board of Managers and is subject to continuous review.*