

## Wallingford Public Library

### Meeting Room Policy for Nonprofit Community Organizations

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

When the rooms are not heeded 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.

### Wallingford Public Library Reservation Form for Meeting Rooms

Date request made: \_\_\_\_\_

**Room Requested:**

Community Room  
(150 maximum)

Charlotte Collins Meeting Room  
(50 maximum)

Board Room  
(20 maximum)

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

**Name of Organization** \_\_\_\_\_

Purpose or Function of Organization \_\_\_\_\_

Title of Program \_\_\_\_\_

Speaker Name \_\_\_\_\_

**Name of Individual Making Reservation**

Address \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Fax number \_\_\_\_\_ email \_\_\_\_\_

**Equipment and Room Set-up:**

The Library is NOT responsible for room set-up and take-down. The Meeting Room must be returned to its original state upon conclusion of meeting.

Please indicate below equipment and quantities needed.

\_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Lectern & microphone  
\_\_\_\_\_ Drop Screen \_\_\_\_\_ Kitchen Facilities

I have read and agree to the policy and guidelines for use of the Wallingford Public Library Meeting Rooms.

Signature

Date

## Reservation Policies

Library functions will have first priority for use of the Meeting Rooms and the Library reserves the right to preempt nonlibrary use. Library use may include meetings of Town Departments, agencies or use by elected officials representing Wallingford.

The Library's Meeting Rooms are available for use by non-profit organizations headquartered in 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.

No fee is charged for use of the Meeting Rooms during library hours. There is, however, a \$25 deposit required for the reservation and use of the Meeting Rooms. This deposit must be made prior to confirmation. A refund check will be sent to the organization, providing the facilities are left clean and in good order.

Meetings in the Community Room and Collins Meeting Room may begin no earlier than 9 a.m. They may go beyond 8:45 p.m. with prior permission and with payment for staff. The \$20 fee is per hour or any portion thereof. No use by outside organizations will be permitted on

Saturday or Sunday, and all weekday meetings must conclude by 11 p.m.

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 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.

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.

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 St. Wallingford, CT.*

In case of emergency, meeting participants must exit the library immediately.

## Supervision and 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*. Meetings 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 the room.

This policy is subject to continual review.

Wallingford Public Library  
200 North Main Street  
Wallingford, CT 06492  
(203) 265-6754  
fax (203) 269-5698  
www.wallingford.lioninc.org



An approved copy of this reservation form will be returned to you as confirmation of your reservation. Please mail this reservation form along with your deposit of a check for \$25 made payable to Wallingford Public Library, 200 N. Main St., Wallingford, CT 06492. For more information contact: Reference Department 203-265-6754.

Staff Use Only

Check No. \_\_\_\_\_ Amount \_\_\_\_\_ Date Received \_\_\_\_\_

Reservation Confirmation  Reservation Denied

By \_\_\_\_\_

Date \_\_\_\_\_

Deposit Returned: \_\_\_\_\_