

## **Wolcott Public Library Meeting Room Use Policy**

The Wolcott Public Library Board considers the use of the library's meeting rooms an extension of library service. In order to provide the community with the fullest use of the meeting rooms while at the same time recognizing the library's responsibility to provide uninterrupted library services the Library Board has adopted the following rules regarding their use.

The Library Board subscribes to Article IV of the Library Bill of Rights, which states "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Granting permission for use of the rooms in no way constitutes an endorsement of the group's beliefs or purposes by the Library, the Board, or the Town of Wolcott.

Only non-commercial, non-profit, tax-exempt groups may use the rooms free of charge. Donations to the library, a tax exempt organization, are welcomed. For-profit, commercial groups may use meeting rooms for an hourly or daily rate, which will be set by the Library Director and/or the Library Board.

Fundraising activities of nonprofit groups may be permitted at the discretion of the Library Director and/or the Library Board.

### **Availability and Application for Use:**

- There are two meeting rooms available for use by groups. The capacity for the large meeting room is 60 seats and the capacity for small meeting room is 35 seats.
- The rooms are available for use during library hours of service. Staff must close the library promptly—your cooperation is appreciated.
- Availability of the meeting rooms will be on a first-come, first-served basis. The following priorities will apply in case of conflict:
  1. a library sponsored program
  2. a group affiliated with or sponsored by the library
  3. a Wolcott-based non-profit group
  4. other groups
- Organizations other than library-related should apply using the Meeting Room Application Form no more than six months in advance to use the rooms. Exceptions may be made only with the permission of the Library Director and/or Library Board. The Library Director or her/his designee is authorized to implement the policy for approval or denial of use.

### **General Rules:**

- There may be no closed meetings.
- The room is not available for private parties or social gatherings.
- Smoking and alcohol are not permitted.
- The library retains the right to limit attendance at meetings or programs.
- Some library equipment may be made available through advanced arrangement.
- Refreshments may be served.
  
- All groups must abide by the library's behavior policies.
- Groups using the room are responsible for setting up chairs, tables, etc., proper supervision, assuring that the event does not disrupt library services, restoring the room to the same condition in which it was found, and for costs due to any damage or loss to the room or to the library during use.
- Storage of materials before or after the reserved time is prohibited.

- The library reserves the right to seek references for any group before booking the room.
- No admission may be charged, no products or services may be advertised, solicited or sold.
- Groups using the room(s) may not imply that their programs are sponsored or approved by the library unless written permission has been given by the Library Director.
- In the case of inclement weather, the group using the meeting room is responsible for contacting the library to inquire about library closings and to notify the group of closings.
- Anyone violating these rules may be asked to leave and/or be denied future use of the facilities.
- Exceptions to these rules may be enacted at the discretion of the Library Board.

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Approved by the Wolcott Public Library Board of Trustees, April 2, 2007  
Amended, June 2, 2014

**Wolcott Public Library**  
**469 Bound Line Road**  
**Wolcott, Connecticut 06716**  
**Telephone: (203) 879-8110 - Fax: (203) 879-8109**

**MEETING ROOM – PLEASE READ BEFORE SIGNING**

The person in charge of the group using the meeting room is responsible for:

1. Leaving the facilities in proper order and chairs and tables in the order found.
2. Instructing members to park in rear parking lot off Minor Road.
3. In accordance with the Wolcott Fire Marshall, occupancy capacity for the small meeting room is 35 and 60 for the large meeting room.

If regular meetings are cancelled and/or terminated prior to the date given, the applicant is to notify the Library at 879-8110 of the cancellation and/or termination.

If audiovisual equipment is required, a request should be made at the time the application is filled out, and arrangements made for a qualified operator.

**APPLICATION FOR THE USE OF THE MEETING ROOM**

Contact name/Person responsible: \_\_\_\_\_ Date of application: \_\_\_\_\_

Contact phone: \_\_\_\_\_ (h) \_\_\_\_\_ (w) \_\_\_\_\_ (cell)

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Name of organization, group, or individual who will be using the facilities:  
\_\_\_\_\_

Purpose of meeting: \_\_\_\_\_  
\_\_\_\_\_

Date of meeting \_\_\_\_\_ Time \_\_\_\_\_ To \_\_\_\_\_ Hour

Number of expected Attendees: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(By Library Director or Library Board as appropriate)

I have received and read a copy of the Wolcott Public Library Meeting Room Policy and the above guidelines and agree to abide by them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date