

Date of Meeting _____

MEETING ROOM RESPONSIBILITIES - PLEASE READ BEFORE SIGNING

The Person/Group using the meeting room is responsible for:

1. Reading and agreeing to follow the Wolcott Public Library Meeting Room Policy, a copy of which can be found on our website.
2. Notifying the Library at 203-879-8110 of any cancellations or postponements.
3. Instructing Attendees to park in rear parking lot off Minor Road.
4. Cleaning up any trash and items brought into the meeting room by involved parties.
5. Observing the occupancy capacity set by the Wolcott Fire Marshall.

Rotunda room: 35 persons | Mural room: 60 persons

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 to be present at your meeting.

APPLICATION FOR THE USE OF THE MEETING ROOM

Date of Application: _____

Name of organization, group, or individual(s) who will be using the grounds:

Date of usage: _____ Time: _____ to _____ Expected Attendance: _____

Purpose of usage: _____

Contact/Responsible Person: _____ Phone Number: _____

Street address: _____ City: _____ State: _____

By signing, you acknowledge that you have read a copy of the Wolcott Public Library Meeting Room Policy and the above guidelines and you agree to abide by them.

Signature of Applicant: _____ Date: _____

Print Name: _____

Approved: _____ Date: _____

(By Library Director or Library Board as appropriate)

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

Library Hours:

Monday 10 – 8	Wednesday 10 – 8	Friday 10 – 4
Tuesday 10 – 6	Thursday 10 – 8	Saturday 10 – 3