

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, for the Rotunda and the Mural Rooms, or the main parking lot for the Reading Room.
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 | Reading Room: 15 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)

**Library Hours:**

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

Monday 10 – 8  
 Tuesday 10 – 6

Wednesday 10 – 8  
 Thursday 10 – 8

Friday 10 – 4  
 Saturday 10 – 3