

Wolcott Public Library

Building Use Policy

The Wolcott Public Library meeting rooms are used primarily for programs conducted or sponsored by the library. When not needed by the library the rooms will be available for use by non-profit community groups for educational, cultural or civic activities.

Wolcott Public Library programs take precedence over meetings of outside groups. The library reserves the right to pre-empt the use of the meeting spaces for library purposes. A group may not charge an admission fee or require a donation for an event. A group may request a fee to cover the cost of materials used by the program participants.

General Rules of Use

1. Meeting spaces may not be used for religious services, sales promotions, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is strictly prohibited. Requests for exemption from this rule will be approved by the director on an individual basis.
2. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses or meetings closed to the public.
3. Scheduling use of the meeting rooms shall be done so as to promote the goal of making the rooms available to as many community groups as possible throughout the year.
4. Those who have reserved a room should check in with the library staff at the circulation desk before using the room.
5. Light refreshments may be served. No cooking may be done. No smoking is permitted.
6. Programs should be planned so that the meeting spaces will be vacated 15 minutes before closing time.
7. Meeting spaces should be left in an acceptable, uncluttered condition. Tables and chairs should be returned to the positions in which they were found. If food is served, tables must be cleaned before leaving and carpet vacuumed if needed.
8. Meetings must be conducted in such a way as not to disturb library operations.
9. No staff will be provided by the library to operate the audio-visual equipment.
10. Library personnel will not move or rearrange furniture.
11. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to groups using the meeting rooms.
12. The applicant accepts liability for damages to library facilities or loss of library property.

13. Any Groups that involve children shall guarantee adequate adult supervision during and after the group's use of the meeting room. Children accompanying adults to meetings in the library must be adequately supervised by an adult other than library staff.
14. The applicant accepts responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
15. Library personnel must have free access to meeting spaces at all times.

Adopted: September 20, 2023