

Wolcott Public Library

Meeting Room Policy

The mission of the Wolcott Public Library is to support library services to the Wolcott area community. The library offers free use of its meeting rooms to organizations, private groups, advocacy organizations, and educational program presenters. Use of the library's meeting rooms is granted on equal terms if the organization complies with the policy guidelines as stated.

The Wolcott Public Library reserves the right to deny applications for use based on the guidelines of this policy, availability of space, staff coverage, past violation of the Library policy, and frequency of use.

Procedures and Guidelines

Wolcott Public Library sponsored programs will receive priority in scheduling; outside, non-profit organizations will be considered on a first-come basis subject to the following procedures and guidelines:

Reservations

- An email request must be submitted to the Executive Director of the Library by the sponsoring organization or representative with organization name, date/time of the meeting, contact information for the responsible party, a brief description of the meeting room use, and how the use of the meeting room will further the mission of the library. The library reserves the right to obtain additional information when necessary.
- Meeting rooms can only be used during the library's regular business hours as posted unless special arrangements have been approved by the Executive Director.
- Meeting rooms may be reserved up to three months ahead of the organization's meeting.
- Once a room request is approved, an organization can coordinate the request with the administration department.
- Audio/Visual equipment, if requested in advance, may be available for meeting room use.
- Wolcott Public Library will not supply materials for non-library sponsored events.
- Food and refreshments are permitted. The library does not permit the use of alcohol or open flames/external heating elements.
- Cancellation of a scheduled meeting room should be done two days before the use date.

Meeting Room Use

- Smoking, alcohol consumption, use of marijuana, or similar substances are not permitted on the Library property.
- Attendance shall not exceed the permitted capacity of the meeting room.
- Sponsoring organizations may rearrange tables and chairs for meetings; however, once the meeting has ended, the room must be returned to its original configuration.
- Wolcott Public Library maintains a "carry-in/carry-out policy" for meeting room use.
- Please be aware that meeting organizers and/or the attendees are responsible for any damage or personal property loss. Any damage to the room or equipment that warrants professional cleaning or repairs and associated costs will be borne by the requested party.

Other Factors

- Failure to comply with any of the library's policies and guidelines may result in termination of the meeting and/or future loss of meeting room usage.
- Any organization meeting at the library does not have the library endorsement for the beliefs and policies of that organization.
- The sponsoring organization is responsible for its own publicity and should clearly state sponsor name, date, time and place of the event on all promotional materials.
- For damage to any room or equipment that necessitates professional cleaning or repairs, the meeting applicant will be held responsible for all associated costs.
- Notice it is the library policy that if the North Rose/Wolcott School District closes for inclement weather, then the Wolcott Public Library will cancel any prior scheduled meetings or activities.

Adopted: September 18, 2024