

MEETING ROOM POLICY

The meeting rooms in the Waterford Public Library may be used for special events by nonprofit community groups and nonprofit organizations whose aims are educational, cultural, or for civic betterment, provided that such use does not interfere with library programs and functions. Due to heavy demand, the Library cannot provide year-round reserved meeting places for the regular meetings of any group. Therefore, in order to make the rooms available to as many eligible groups as possible, no group may schedule more than six (6) meetings at a time; nor may a group that has reserved six meeting dates be permitted to schedule additional dates until it has held all of its six previously scheduled meetings. This does not include Town government agencies which the Library seeks to schedule based on the needs of the agency as well as those of the Library. Non-Library meetings may not extend beyond normal operating hours. People attending these meetings must exit the building at or before closing time.

Priority for use of the meeting rooms will be given, in order, to: (1) Library programs and Library affiliated groups, (2) Official Town boards, commissions, and agencies, and (3) Non-fund-raising activities.

All groups must follow the rules below and additional regulations as developed by the Library Director.

1. Meetings may not begin before 9:30 a.m.
2. Weeknight meetings must end at least ten (10) minutes before closing time. The sponsoring group is responsible for attendees exiting the building at or before closing time. On weekends, meetings should end before 4 p.m.
3. Smoking is not permitted in the meeting rooms.
4. Alcoholic beverages are not permitted.
5. Refreshments may be served if prior permission has been granted. The Library does not provide utensils.
6. The group is responsible for setting up the room, although the custodian may set it up if time and circumstances permit. Since there are often several meetings scheduled for the same time, furniture should not be removed from another room without obtaining permission from a staff member.
7. Library staff cannot deliver messages to people at meetings. Attendees should check at the Reference Desk before or after the meeting.
8. Premises must be left in good condition. Any damage which the Library Board considers more than normal wear shall be repaired by the Board and charged to the group using the facilities at the time such damage occurred.
9. The group is responsible for maintaining order during its meeting or program.
10. Activities involving teenagers or children are permitted only with adequate adult supervision.
11. Fundraising activities will be permitted at the discretion of the Library Board.
12. The Library should be notified promptly if an event is cancelled.
13. Thermostats may be adjusted only with permission from the Library staff.
14. Publicity distributed by the group should not suggest that the program is sponsored or co-sponsored by the Library.
15. Library staff may require access to the room in use in order to obtain materials or service equipment.

16. Failure to comply with these conditions may result in loss of future meeting room privileges.
17. Permission may be rescinded by the Library Board for valid cause.
18. Due to limited parking and facilities, the Library may deny permission for use of a room because of capacity bookings in other rooms.