

Waterford Public Library Community Room Usage Policy

The Waterford Public Library Board makes the Community Room available to the public for community purposes, provided that such use does not interfere with the Library's essential functions or regular activities.

General Use Principles

Permitting a group to use the room does not constitute an endorsement of that group's policies or beliefs by the Library. Advertisements or announcements implying endorsement are strictly prohibited. The Library Board reserves the right to consider exceptions to any of these policies.

Eligibility and Approval

The Library will permit use of the facility when requested by a local non-profit organization or group, upon approval by the Library Board or the Director. For-profit organizations or individuals will be permitted to use the facility for programs not open to the public, at the discretion of the Library Director or Library Board.

The cost of using the facility is \$75 for Village residents and \$100 for non-residents.

Applications will not be approved until the full usage fee is paid. Organizations must request use with at least 14 days' notice, but may not book more than 2 months in advance of the scheduled event. Use shall not be granted for any purpose that is prohibited by law. Admission charges are prohibited.

The fee is refundable only if a cancellation notice is received at least 10 days prior to the scheduled event.

Room Requirements and Conduct

Groups or organizations must designate one member as being in charge and responsible for the program or activity, including set-up and clean-up.

The user agrees to restore the room to its original condition or as requested by Library staff. Users must adhere to all Library policies, including the Rules of Conduct Policy. No weapons, vaping, or smoking are permitted. The room must be vacated 15 minutes before closing.

The Library retains the right to monitor all meetings, programs, and events conducted on the premises to ensure compliance with Library regulations. There is no expectation of privacy.

Users are financially liable for any damage to the facility and equipment that occurs during use. Should any organization at any time abuse the privilege of using the facilities, its right to use the facility shall be immediately withdrawn.

Approval for all decorations must be secured prior to using the room. The use of nails, screws, bolts, tape, etc., is prohibited. No alteration of the building, equipment, or services is allowed without prior approval. Personal supplies and materials may not be stored on the premises.

Library parking should remain open for regular library patrons and programs. Organizations should inform their participants that parking is available in the municipal lots to the north of the Village Hall and across the river next to the Fire and Police building.

Adopted December 9, 2025


LoriBeth Isola, Library Board President