

## **POLICY FOR THE USAGE OF THE COMMUNITY & STUDY ROOMS OF THE WATERFORD PUBLIC LIBRARY**

The Waterford Public Library Board believes that the facility should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property. The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the library. No advertisements or announcements implying such endorsements will be permitted. The Library Board may consider exceptions to any of these policies.

The board will permit the use of the facility when such permission has been requested in writing by a responsible, non-profit, organization or group of citizens and has been approved by the board or the director. For-profit organizations or individuals will be permitted to use the facility for corporate or employee information and training sessions not open to the public or for private tutoring and consultation. If a tutor is being paid for their services, no money may exchange hands while on the premises and the tutor may not promote the library as the location in which they tutor.

The use of the facility shall not be granted for any purpose that is prohibited by law. Admission charges are prohibited. Applications will not be approved until the fee is paid. The fee is refundable if cancellation notice of the event is received at least 10 days prior to the event.

Organizations desiring use of the facility shall file an application for such use at least 10 days before the scheduled event. Groups or organizations must designate one member of its group as being in charge and responsible for the program or activity, including set-up.

Should any organization at any time abuse the privilege of using the facilities, its right to use the facility shall be immediately withdrawn.

No weapons, alcohol or smoking shall be permitted. Meeting rooms are to be vacated 15 minutes before closing.

The user of the building agrees to restore the room to original condition, or as requested by the librarian. Users shall be liable financially for damage to the facility and equipment during use.

Approval for decorations must be secured before using the same. The use of nails, screws, bolts, tape etc. is prohibited. No alteration of building, equipment or services without prior approval will be allowed.

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 March 20, 2001, Revised February 12, 2002  
Revised December 9, 2003, Revised November 13, 2007  
Revised October 14, 2008, Revised January 13, 2009  
Revised November 15, 2011  
Revised July 14, 2015*

  
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*Library Board President*

## Meeting & Study Room Reservation Form

<b>Meeting Room...</b> per 4 hour increment \$75.00/village resident \$100.00/non-resident
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<b>Study Room...</b> \$5.00/2-hour increment.
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Date: \_\_\_\_\_

Time: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### Equipment Requested

Please place an X next to the type of equipment needed.

	Laptop
	DVD Player
	VHS Video Player
	Television
	Media Projector
	CD Player
	Easel
	Slide Projector
	Screen
	PA System
	Cordless Microphone
	Surround Sound
	Overhead Projector
	Opaque Projector
	Dry Erase Markers
	White Board
	Other

Reservations are not approved until the fee is paid. If the event is cancelled, the fee is refundable up to ten days prior to the scheduled event. The policy for room use at the library is on the back of this form. Please read the policy and sign the agreement below.

*I have read the policy and agree to abide by it.*

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Name

Date