

Wilton Public & Gregg Free Library Facilities Use Policy

MEETING ROOM AVAILABILITY

The public meeting rooms of the Library are available to educational, cultural, and other groups based in Wilton or substantially serving the town. Organizations agreeing to the terms outlined below are welcome to meet in library meeting rooms whenever it is not being used for library purposes, library programs or by library organizations.

The Library Director will review use of the library meeting rooms when the library is closed on a case-by-case basis. If after-hours use is permitted, the group will be responsible for closing and securing the building and for the return of the key. If a key is not returned, the group will be assessed the cost of re-keying the library.

Those reserving rooms for after-hours use must receive training in closing procedures by appointment during regular library hours.

Groups wishing to use a meeting room should contact the Library Director who will provide a copy of the policy and an application.

RULES FOR USE

- Only Wilton residents may reserve meeting rooms.
- A Wilton member of the organization must sponsor non-local organizations.
- Non-profit organizations may use library meeting rooms.
- All non-profit meetings must be free and open to the public.
- Those organizations that carry insurance must provide a valid certificate of insurance naming the library as an additional insured. Groups officially sponsored by the Town of Wilton have coverage under the town insurance policy.
- Wilton businesses may request non-public use of the meeting rooms for internal staff development and business planning. Excluded are meetings for the purpose of sales, marketing, or entertainment. Businesses must provide a valid certificate of insurance naming the library as an additional insured.

- Youth groups must have an adult sponsor and two adults in attendance for every fifteen (15) youth under the age of 18.
- The Library Director must approve room decorations.
- No tape, tacks or nails may be used to affix decorations to any surface.
- Alcoholic beverages are not allowed in the library.
- Smoking is not allowed in the library.
- Users of a meeting room are responsible for leaving the room in the condition in which they found it. Restoration or repair of any damages occurring with meeting room use will be billed to the group through the person who made the reservation.
- Applications for regularly scheduled meetings must be renewed annually, or whenever a change in schedule is requested

LIMITATIONS TO USE

- Materials stored in the Historical Meeting Room are of historical importance to Wilton. Do not touch any books, papers, or artifacts. This contract allows for meeting space only, not the use of any materials in the room.
- The Library Director may determine which meeting room in the library is appropriate for any given application. Youth groups may not use the Historical meeting room.
- Meeting privileges will be suspended if, in the judgement of the Library Director or Board of Library Trustees, a group has not followed the rules outlined in this contract.
- Maximum occupancy determined by the building inspector/fire inspector may not be exceeded. Occupancy limits are as follows:
 - Historical meeting room: 32
 - Rotunda: 29
 - Early Readers Room: 40
 - Young Adult Room: 25

- Only light refreshments are allowed. Under no circumstances may groups use electrical appliances such as coffee makers, electric teakettles, crockpots, toaster ovens or any other electrical appliance. Beverage containers such as coolers or thermos bottles may be used.
- Groups meeting in the library may not use library appliances.
- Groups are responsible for removing all trash and recyclables from the building at the end of the meeting.

APPLICATION FOR USE

- The library reviews applications in order of receipt. Library use will have priority.
- An adult Wilton resident must make application to the Library Director in writing, in or on the approved form. Please use the form as shown on the following page.
- Regularly scheduled meetings must be reviewed annually or whenever there is a change in schedule.

CLOSING PROCEDURES:

- Close all interior doors
- Remove all trash, recyclables and debris from building
- Return tables and chairs to their original placement
- Leave restrooms clean and neat
- If closing after hours:
 - Turn off all lights
 - Turn off all fans
 - Close interior doors
 - Return doorbell to circulation desk. Be sure to turn it off.
 - Make sure you have exterior door key in hand
 - Check to make sure everyone has keys, coats, etc.
 - Have everyone wait by the exit, do not open the exit door

- Press “Away” button on security pad at circulation desk. It will beep and read, “Exit in progress”.
- Exit into the vestibule
- Tug on the big door once you close it behind you to be sure it has locked
- Lock the exterior vestibule door with key
- Place key in book drop at top of ramp

Failure to adhere to these requirements will jeopardize the group’s use of the building in the future