



Meeting Room Policy

Purpose

The Wallingford Public Library (WPL) maintains meeting rooms primarily for library-related activities. Programs may be sponsored or co-sponsored by WPL in order to accomplish its mission and to provide educational, informational, recreational, and inspirational opportunities for the community.

Scope

When the rooms are not needed for library activities, groups located in Wallingford and/or serving the Wallingford community may use the meeting rooms for educational, civic, and/or cultural programs. No commercial use and no private individual use, including parties, weddings, bridal or baby showers is permitted. No fee is charged for use of the meeting rooms. Approving use of WPL's facilities does not imply endorsement by WPL of the group, the meeting, or the content of the meeting.

Procedures & Guidelines

- Library functions will have first priority for use of the meeting rooms and WPL reserves the right to preempt non-library use.
- Rooms are not available for use on a regular continuing basis by any organization, commercial or otherwise.
- Rooms are only available during regular WPL hours.
- Groups may only hold one (1) meeting room reservation at a time.
- Rooms are available on a first come, first served basis and may be reserved no more than three (3) months in advance and no less than two (2) weeks in advance. Small groups may be assigned to a study room at the discretion of WPL.
- A statement of sponsorship must appear in all advertising and press releases using the following phrase: **"This program is sponsored by [organization's name] and will be held in the [name of room] of the Wallingford Public Library, 200 North Main Street, Wallingford."**
 - It must be made clear that the sponsoring organization should be contacted directly for information regarding the program, and a contact name and telephone number must be provided.
 - All publicity for non-library sponsored events is the responsibility of the group reserving the room.
 - All publicity and advertising for non-library sponsored programs and events must be approved by WPL in advance of publication.
- Admission may not be charged.
- Items may be sold only with the permission of the Library Director, and no soliciting of products or services is allowed.
- Smoking or vaping is not allowed. Alcoholic beverages may not be served.
- If refreshments are to be served, the group is responsible for providing all food products, utensils, napkins, etc. and for clean-up and removal of all items.
- Groups are responsible for managing their audio/visual needs. Use of WPL's projection and sound system is permitted with advanced notice and cables are



supplied by WPL. Laptops must be supplied by the organization and technical assistance from WPL staff is not guaranteed to be available.

- Users must leave rooms in the condition in which they were found. Organizations are liable for any damages to WPL equipment or property. WPL will not be responsible for property owned by a group or individual using the meeting rooms.
- WPL reserves the right to deny requests for use of the room, or cancel a reservation which has been made, when attendance over the maximum room capacity can reasonably be expected.
- Applications may be rejected and previously granted permission may be withdrawn for violation of WPL rules or conduct inconsistent with the Meeting Room Policy and WPL Code of Conduct.
- All federal, state, and local ordinances, as well as the regulations of the Codes of the Police, Fire, and Fire Marshal relating to public assemblies must be strictly obeyed. In case of emergency, meeting participants must exit WPL immediately.
- Applications must be signed by an individual at least eighteen (18) years of age and adequate adult supervision must be provided at all times.
- Applying organizations are held responsible for the preservation of order by those in attendance. The organization using a meeting room is responsible for supervising the meeting, and ensuring that meeting attendees adhere to WPL's policies and Code of Conduct.
- Meetings that will interfere with normal library use will not be permitted.
- The Wallingford Public Library, the Board of Managers, the Town of Wallingford, the Library Director, employees and volunteers assume no responsibility for loss, theft, or damage of any property of any group or individual using WPL's meeting rooms, including the kitchen. WPL assumes no responsibility for the personal injury, including death, of any individual using the meeting rooms or kitchen.

*Approved by Library Board of Managers, September 23, 2013.
Revised and adopted May 23, 2022, March 23, 2026.*



Reserving a Meeting Room

For all rooms, meetings may begin no earlier than 9:30 a.m. and must conclude at least 15 minutes before the WPL closes. All rooms are accessible for persons with disabilities.

Description of Meeting Rooms

Community Room (capacity: up to 125)

- No use by outside groups will be permitted on Saturday or Sunday.
- Located on the lower level, features auditorium style, tables, a podium, and multimedia equipment is available.
- Kitchen facilities for serving refreshments are available by previous arrangement. The kitchen must be left in a clean, orderly condition.

Charlotte Collins Room (capacity: up to 40)

- No use by outside groups will be permitted on Saturday or Sunday.
- Located on the lower level, features conference, classroom, or lecture seating

Board Room (capacity: up to 20)

- Located on the main floor, is arranged in conference style with tables and chairs.

Wonder Room (capacity: up to 20)

- No use by outside groups will be permitted on Saturday or Sunday.
- Located in the Children's Library is a children activity room with tables and chairs.
- Groups must include participants ages 10 and under.
- Adult supervision is required at all times.

Canceling a Reservation

Notice of cancellation of a reservation to use a meeting room, for any reason, should be given as far in advance as possible by contacting WPL at (203) 265-6754.