



Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

POLICY: 400 - 013

GROUP: RESOURCES AND FACILITIES

TITLE: Meeting Room Walk-In Policy and Use Agreement

The public meeting rooms of the Wadleigh Memorial Library are available on a walk-in basis for those needing a space when they are not being used for library events, staff, or community events. The rooms are available on a first-come, first-served basis.

All room use is subject to Open Meeting Law. The library is a public building and as such the meeting rooms are not intended for private use.

Restrictions:

- Room use must be non-profit (e.g. no paid tutoring, business sales calls)
- At least one person in the room must be 18+
- Rooms must be left in the condition found
- Room use is subject to our Meeting Room Policy and the library’s Code of Conduct
- Rooms are available in 1-hour increments subject to availability
- Library equipment (projectors, laptops, etc.) may not be available on a walk-in basis

Please check in with the Reference Desk when finished.

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Please provide the following information:

Date: _____

Name: _____

Email: _____

Phone Number: _____

Amount of Time Needed: _____

Purpose of Room Use: _____

Number of People: _____