

Wadleigh Memorial Library Meeting Room Policy

- The public meeting room(s) of the Wadleigh Memorial Library are available to the educational, cultural and civic groups based in Milford or substantially serving Milford. Rooms may be made available for the use of individual patrons or small, groups on an “as available” non-reservation basis for quiet study, free tutoring, or conference purposes, subject to the approval of the Library Director or designee.
- Rooms should be reserved in advance. Reservations must be approved by the Director or his/her designee. In order to permit fair access the Director may limit the number or frequency of reservations. The Library reserves the right to reschedule or transfer meeting room space.
- All meetings held must be open to the public as they are subject to the Open Meeting Law. Should special accommodations pursuant to ADA regulations be requested for a non-library sponsored program, the group/sponsor is responsible for providing said accommodations (ex. sign language interpretation).
- There will be no exclusion from the use of the rooms based on points of view, beliefs, or affiliations of the sponsors or participants provided the event does not interfere with Library operations and safety or violate applicable law. However, use of meeting rooms may be denied to any group or individual by the Library Director for just cause, including, but not limited to, failure to abide by library rules or policies. Appeal of such denial of access may be made in writing to the Board of Library Trustees. Use of the rooms by any group in no way constitutes endorsement of the group’s policies or activities by the Library.
- The rooms are available on a no-fee basis during normal library business hours.
- Promotional or advertising campaigns directed at profit-making may not be conducted. Rooms may not be used for commercial services or purposes.
- No attendance fees may be charged. Reasonable charges for materials required for certain programs may be made, subject to the advance approval of the Library Director.
- Posting of bulletins, schedules, posters and announcements concerning the scheduled meeting will clearly identify the sponsoring group. Groups may not list the Library as a sponsor unless the Library Director has specifically agreed to do so in writing.
- Kitchenette facilities are available on a limited basis in conjunction with the Keyes Meeting Room and the Conference Room.
- Groups using the meeting rooms are expected to leave the room in the same condition in which they found it. Groups are responsible for any direct or indirect property damage incurred during their use of the room. Return furniture to original locations unless other arrangements are made and clean all tables and any kitchen items utilized. Cleaning supplies can be found in the kitchenette. Limited room setup help may be provided at the discretion of the Library Director. Should the Library Director determine that special cleaning and janitorial services are required, the individual signing the room application will be billed for such services at the rate set by the Trustees.
- Smoking and alcoholic beverages are not permitted anywhere in the library building at any time.
- Recommended maximum occupancy of the Keyes Room is 32 persons with chairs and tables set up; Conference Room is 10 persons with chairs and tables; A/V Room is 13 persons with chairs, tables and file cabinets in place.
- Youth groups under 18 years of age must have an adult sponsor present at all times.
- The Library assumes no responsibility or liability for accidents, injury to persons or loss or damage to personal property incurred by any person using any of the meeting rooms, and the person or group using any of the meeting rooms shall hold the Library, its employees and trustees harmless from any such claims made in connection with the use of the meeting rooms.