



Application for Use of Meeting Room

The Meeting Room is available free of charge to non-profit organizations on the following days & times:
Monday-Thursday: 10:00a.m.-7:45p.m. • Friday & Saturday: 10:00a.m.- 4:30p.m. The Meeting Room is not available on Saturdays from July 1 through Labor Day, or when the Library is closed.

Please complete this application and return to the Adult Services Desk. Woodbridge-affiliated groups may book the Meeting Room up to 3 months in advance, while other groups may book it up to 1 month in advance.

Today's Date: _____ Date(s) Room is Needed: _____

Name of Organization: _____

Contact Name: _____

Telephone: _____ Email: _____

Purpose of Meeting: _____

Number of People Expected: _____

Hours Room is Needed: _____ to _____

Setup Requirements (Please describe configuration of tables and chairs, i.e. 30 chairs theater style with aisle in the middle, one table in back for materials, podium in front).

Number of Chairs: _____ Number of Tables: _____ Podium: Yes _____ No _____

Describe setup configuration in as much detail as possible (draw a diagram if needed):

Kitchen Facilities Needed (your group is responsible for cleanup after meeting): Yes _____ No _____

Audio /Visual Needed? (if "Yes", Please describe): _____

I have read the policies on the use of the meeting room and shall abide by all policies. No date shall be considered confirmed until the library returns a copy of this form with an authorized signature.

Your Name Printed: _____ Your Signature: _____

Date: _____ Library Approval & Date: _____

Meeting Room Policy

Statement of Purpose

The Woodbridge Library Commission considers the use of the Friends of the Library Meeting Room as an extension of Library services. The Room should be available to the Library community in its broadest sense and reflect the educational, cultural, social and recreational role the Library plays.

The Commission subscribes to Article VI of the Library Bill of Rights, which states that, “libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Availability and Application for Use

A. There is one room available for public use by groups, the Friends of the Library Meeting Room. The primary purpose of this Meeting Room is to provide a space for Library and Library-related activities. Needs of the Library for use of the Meeting Room take precedence over use by outside groups. The Library reserves the right to cancel or reschedule any meeting.

B. The capacity is set by fire codes: 99 individuals without any tables or 45 individuals with chairs. A path to the emergency exit must be left open at all times.

C. The Room is generally available for use during Library hours of service. However, bookings cannot be honored during emergency Library closures. The room may sometimes be available for use while the Library is closed, with prior approval of the Director. Any costs associated with after-hours activity may be assessed.

D. Availability of the Meeting Room will be on a first-come basis. The following priorities will apply in case of a conflict prior to a confirmed booking:

1. A group affiliated with or sponsored by the Library
2. A group affiliated with or sponsored by the Town of Woodbridge
3. A Woodbridge-based group
4. Other groups

E. Organizations other than Library-related should apply using the Meeting Room application (available on the Library’s website or at the Adult Services Desk). Woodbridge-affiliated groups may book the Meeting Room up to 3 months in advance, while other groups may book it up to 1 month in advance. The Library Director and the Adult Services Manager are authorized to deny the use of the Meeting Room based upon the rules set forth in this policy.

Policy continued on the next page.

Woodbridge Town Library Meeting Room Policy

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Limitations and General Rules

- A. The use of the room may not interfere with the normal use and enjoyment of the Library and its services.
- B. The room may not be used for commercial purposes.
- C. The room is not available for private parties or social gatherings.
- D. Smoking is not permitted.
- E. No goods and/or services may be sold in the room excepting those that directly benefit the Library or are sold at a Library-related program.
- F. The Library retains the right to limit attendance at meetings or programs.
- G. Limited Library equipment may be made available through prior arrangement only.
- H. Any costs associated with use of the Meeting Room may be assessed by the Director.
- I. Refreshments may be served. The kitchen area may be used and must be left in a clean and orderly condition. Alcohol may be served if a permit is obtained from the Woodbridge Police Department.
- J. Groups using the Room are responsible for proper supervision, for assuring that the event does not disrupt library services, for leaving the Meeting Room in good order, and for costs from any damage or loss to the Room or to the library during use.
- K. Groups of children under the age of 18 may use the Meeting Room only with sufficient adult supervision. As a general rule, this means at least 1 adult supervisor for every 10 children. However, younger children may require additional supervision.
- L. Groups should not publicize their events in such a way as to imply Library sponsorship.
- M. Exceptions to these rules may be enacted at the discretion of the Commission and/or the Library Director.

Adopted by the Library Commission December 13, 1999; Amended February 12, 2007; Amended December 9, 2013; Amended November 13, 2018.