Silas Bronson Library
PUBLIC USE OF LIBRARY MEETING ROOM APPLICATION

Name of Organization _____

Head of Organization _____ Applicant (if different) _____

Organization's Address _____

Email _____ Phone _____

Date of meeting _____ Time_____a.m./p.m._____a.m./p.m.
Day of week, date start end

Anticipated size of group _____ Purpose of meeting _____

Program topic _____ Speaker_____

Refreshments to be served: Yes_____ No_____ (limited to simple refreshments, must comply with Health Dept.)

Library equipment desired_____ (training may be required)

_____ Date_____
Signature of person filing application (responsible for all conditions of use)

Address _____ Phone _____

Email _____

Please review the Guidelines on the back of this form.

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CONFIRMATION (OFFICE USE ONLY)

Auditorium (65 people max.) _____ Main Reading Room (75 people max) _____

Computer Classroom (15 people max) _____ Mezzanine Meeting Room (10 people max., stairs) _____

Patio (Library sponsored only) _____ Bunker Hill (Library sponsored only) _____

_____ _____
(Date of use) (Time)

Your request for use of Library meeting room has been:

Approved_____ Not Approved_____

Library Director_____ Date_____

Meeting Room Guidelines

The use of the auditorium and the meeting rooms of the Silas Bronson Library is offered to private non-profit community groups and organizations.

In order to serve as many community groups as possible, the Library retains the right to limit the number of times a single group may reserve meeting rooms during a continuous twelve month period based on calendar year. Library-sponsored activities are given first priority in scheduling use of the meeting rooms, and City of Waterbury meetings have second priority.

1. No admission fee, dues or registration may be charged or donation requested by a group at meetings. Sales and solicitation are not allowed in the Library.

2. No meeting room is available when the library is closed to the public.

3. The Library bears no responsibility for the content of any meeting not sponsored by the Library and any advertisement of the meeting must include such a disclaimer of Library responsibility. Nor does the Library bear financial responsibility for any such programs.

4. The group or organization agrees to pay for any damage to the Library property resulting from the conduct of any person attending the meeting. The Library may refuse use by any group whose members have been disorderly or otherwise failed to comply with Library Policy and Procedure.

5. The group or organization will not hold the library responsible for compensation for any injuries to persons or property caused in connection with using the Library Meeting Rooms.

6. If permission is granted to serve refreshments all supplies, preparation, and cleanup are the responsibility of the group or organization. **NO SMOKING OR VAPING IN ANY PART OF THE LIBRARY.** No alcoholic beverages in any mixture and/or controlled substances are allowed. The staff lounge area and its equipment are not for public use.

7. People attending meetings in the Library are expected to use public toilet and telephone facilities.

8. All public parking spaces in the municipal lot at the rear of the Library are metered.

9. City of Waterbury policy forbids any discrimination in Library activities against any individual because of race, color, sex, age, religious creed, disability, national origin, sexual orientation, marital status, family status, ex-offender status, prior psychiatric treatment, health care, military status or source of income.

10. If a group or organization cancels a scheduled meeting, either tentative or confirmed, the library must be informed as soon as possible so the meeting room may be made available to another group or organization

This application form must be received and approved by the Library at least 48 hours in advance of the requested meeting date. We will inform you when your request is approved.