

Wadsworth Library Meeting Room Policies and Procedures

The Library retains the right to monitor all meetings conducted on the premises to ensure compliance. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

The library staff appreciate your cooperation and compliance with the procedures detailed herein.

Library Hours

Monday - Thursday

10:00 am-8:30 pm

Friday 1:30-6:00 pm

Saturday 10:00 am-3:00 pm



Contact us:

Wadsworth Library

24 Center Street

Geneseo, NY 14454

ph: 585-243-0440

fx: 585-243-0429

www.wadslib.com

geneseolibrary@owwl.org



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Wadsworth Library Meeting Room

The Wadsworth Library meeting room is available for use by groups and organizations who have successfully filled out the application. Users must abide by the meeting room policies.



Booking the Meeting Room

- Applications are available at the service desk and online at wadslib.com/services/
- The Library Director must approve use of the meeting room.
- If the Library Director is unavailable, a tentative booking will be scheduled if the room is vacant at that time.
- Tentative bookings may be placed over the phone, but an application must be submitted before confirmation.

Meeting Room Policy

- Use of the Library for community meetings is primarily for the programs conducted or sponsored by Wadsworth Library; and secondarily for programs of established and recognized institutions, groups, and associations with educational, cultural, or civic purposes. All meetings must be open to the public.
- Programs that are planned by Wadsworth Library, take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of meeting space for Library purposes.
- No admission fee or required donation may be charged. A sponsor of the meeting or program may request a fee from participants only to the extent that such a fee covers the cost of materials furnished to participants. Such charges should not be construed as an admission fee. No portion of any fee shall accrue to the benefit of an organization or individual.

General Rules of Use

1. Meeting space may not be used for religious services, sales promotions, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is strictly prohibited.
2. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses or meetings closed to the public.
3. Except as a designation of location, the name of the Wadsworth Library may not be used in any publicity related to the use of the meeting space.

4. Meeting space is available for use only during the Library's normal hours of operation, unless prior approval is given by the Library Director.
5. No cooking may be done or food or alcohol served without the approval of the Library Director. No smoking is permitted.
6. Programs should be planned so that the meeting space will be vacated 15 minutes before closing time.
7. Meeting space should be left in an acceptable, uncluttered condition. Tables and chairs should be returned to the positions in which they were found.
8. No games of chance may be played.
9. Meetings must be conducted in such a way as not to disturb library operations.
10. No audio-visual equipment or operators will be provided by the Library.
11. Library personnel will not move or rearrange furniture.
12. The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
13. The applicant accepts liability for either damage to Library facilities or loss of Library property.
14. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the American with Disabilities Act.
15. Library personnel must have free access to meeting space at all times.