

Wadsworth Library Meeting Rooms Policy and Procedures

The Library retains the right to monitor all meetings conducted on the premises to ensure compliance. Infringement of any of the regulations 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 - 8:00 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



WadsworthLibrary

Wadsworth Library Meeting Rooms Policies and Procedures



Wadsworth Library

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Large meeting room

Small meeting room

Main floor study room



Wadsworth Library

Meeting Rooms

Wadsworth Library has three meeting rooms available for use by groups and organizations upon application. Users must abide by the meeting rooms policy.

- ⇒ Large meeting room (50+)
- ⇒ Small meeting room (6-8)
- ⇒ Main floor study room (4)

Booking the Meeting Rooms

- Applications are available at the service desk and online at <https://wadslib.libcal.com/reserve/meetingrooms>.
- The Library Director must approve use of the meeting rooms.
- Bookings may be requested by phone, but an application must be submitted online before confirmation.
- Rooms are available on a walk-in basis when not otherwise scheduled.

Meeting Rooms Policy

- Use of the Library meeting rooms is primarily for programs sponsored by Wadsworth Library; and secondarily for programs sponsored by 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.
- No admission fee or required donation may be charged. A meeting sponsor may request a fee from participants only to the extent that the 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 spaces 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 spaces.
4. Meeting rooms are available for use during the Library's normal hours of operation. Programs should be planned so the meeting space is vacated 15 minutes before closing time.

5. No cooking or use of the kitchenette. No alcohol or smoking is allowed in the building.
6. Groups using the meeting rooms are welcome to bring their own refreshments as long as they clean up after the event.
7. Meeting spaces should be left clean, with all garbage disposed of. 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.
11. Library personnel will not move or rearrange furniture. Audio/visual equipment may be available upon request, but the library does not have operators available to set up or assist with the equipment.
12. The Library does not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
13. The applicant accepts liability for any damage to Library facilities or 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 rooms at all times.

*** Exceptions to the meeting rooms policy and general rules of use may be made with prior approval from the Library Director.**