

Windsor Public Library Policy On Meeting Room and Use of Public Space

The Windsor Public Library has meeting rooms available for public use. First priority is given to events conducted or sponsored by the library or the Town of Windsor. Windsor based nonprofit/not-for-profit organizations with Windsor members may use the rooms free of charge.

For-profit groups or non-Windsor groups may rent meeting rooms for an hourly or daily rate, which will be set by the Windsor Town Council.

Rooms will be made available on an equitable basis. If a group is refused permission to use one of the rooms, it may appeal first to the Library Director and then to the Library Advisory Board. Use of the room by a group in no way means the library or Town endorses the particular beliefs or purposes of that group. Windsor Public Library does not permit use of meeting rooms for private parties or receptions, such as, but not limited to, birthdays, anniversaries, weddings, showers, religious celebrations, retirements, family reunions, graduations, memorials, sales parties and gaming.

Fundraising activities of nonprofit/not-for-profit organizations will be permitted at the discretion of the Library Director and the Library Advisory Board. Such activities will be restricted to designated areas of the building, and will not be permitted in the lobby or spaces where they would interfere with the daily conduct of library business.

Groups are limited to reserving a room four times per year in order to maintain accessibility. Exceptions may be made only with the permission of the Library Director and Library Advisory Board.

In order to reserve a room, a representative of the group, age 18 or older must fill out and sign a meeting room application form. If applicable, payment is expected at time of booking. The group must comply with the rules stated on the meeting room application form.

*Adopted by Windsor Library Advisory Board May 3, 1984.
Last revised by Windsor Library Advisory Board 9/10/19, 6/9/21, 9/5/22*