



# WOOD COUNTY DISTRICT PUBLIC LIBRARY

## Walbridge Meeting Room Rules and Regulations

The meeting room of the Walbridge Library is for the use of the library and library-related organizations. When not required for such use, local groups, organizations, and individuals may use the meeting room subject to the following regulations:

1. **Assignment and Use of Room:** The meeting room is to be used for educational, recreational, social and cultural programs for the benefit of the people of Wood County. No use of the meeting room shall be permitted, nor allowed to continue, that disturbs the library's primary functions and operations.
2. **Meeting Room Rental Fees:** Payment of fees at time of reservation is required to hold the room. Fees inclusive of set-up and clean-up time needed.
  - A. **Non-Profit Groups:** \$75 for up to four (4) hours, or a full-day (over 4 hours) for \$200. Proof of non-profit status may be required.
  - B. **For-Profits & Individuals:** \$200 for up to four (4) hours, or a full day (over 4 hours) for \$400.
3. **Hours Available:** The meeting room is available when the library is already open to the public for the day. Permission to arrive early or stay late will not be granted.
4. **Room Setup:** Groups are responsible for setting up the meeting room to suit their needs as well as putting away furniture and equipment after their meetings. The library has NO audio-visual equipment available and cannot provide staff to operate or troubleshoot your own equipment. Tables and chairs are available. Use of decorations, glitter, confetti, and taping/adhering items to the walls is not permitted.
5. **Non-Profit Activities Only:** Even if rented by a for-profit group, the meeting room cannot be used for profit-making purposes. It may not be used, for example, as "sample" meetings designed to exhibit goods for immediate or later purchase, or for the sale of services to be provided immediately or at a later time.
6. **No Admission Fees:** No admission fee may be charged to attendees of meetings. The soliciting of donations is prohibited except for 501c3 organizations.
7. **Application Form:** A Meeting Room Application and Agreement must be filled out by an adult, age 18 or older, representing the organization requesting use of the room, before the meeting room will be reserved. The person completing the form **MUST** remain in attendance throughout the meeting, **WILL** be responsible for the conduct of the group, and will report group attendance for statistical purposes. The person completing the application serves as the primary contact to the public; contact information may be given out in response to inquiries about your event. Reservations are required a minimum of 72 hours in advance (excluding weekends and holidays).

8. **Damages; Cleanup:** Any expense incurred by the library because of damage to the library building or grounds, to library equipment, or because of excessive cleanup costs will be charged to the group. The person signing the Application will be billed and will assume responsibility for payment of those charges.
9. **Scheduling Limitations:** In order to serve as many groups as possible, a room may not be reserved for more than two consecutive meetings within any one month, or more than three months in advance.
10. **Prohibited Substances:** No alcoholic beverages or illegal substances may be dispensed or consumed in any part of the library or library property. Smoking and use of other tobacco/nicotine products is not permitted on library property.
11. **Library's Right to Cancel:** The library reserves the right to cancel or suspend permission to use the meeting room granted to any group or organization violating these rules and regulations or for any other reasonable reason, including the need to schedule the meeting room for library-related functions.
12. **Director's Authority:** If a question arises concerning a reservation, the Library Director shall have final authority to resolve the issue.
13. **Capacity:** The meeting room seats 70 comfortably auditorium-style.
14. **Disclaimer:** The following disclaimer must be included in any advertising disseminated by the person or group using the meeting room:

*The Wood County District Public Library Board of Trustees and the staff of the Library do not endorse or approve of any group applying to use library meeting rooms. The Board makes no endorsement, express or implied, of any non-library event held by any person or group using the library facilities pursuant to the Library's Meeting Room Rules and Regulations.*

Approved by the Board of Trustees, September 15, 2025.



WOOD COUNTY  
DISTRICT PUBLIC  
LIBRARY

**Application and Agreement for Use of Walbridge Meeting Room**

Group \_\_\_\_\_

**Detailed Description of meeting** \_\_\_\_\_

Individual responsible \_\_\_\_\_

Address/City \_\_\_\_\_

Telephone # \_\_\_\_\_

Email: \_\_\_\_\_

Date of meeting \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Attendance expected \_\_\_\_\_

Will Refreshments be served ☐ Yes ☐ No

Before/After Hours ☐ Yes ☐ No

Non-Profit? ☐ or For-Profit/Individual? ☐ (Proof of Non-Profit status presented? \_\_\_\_\_)

I have read this Application and Agreement and acknowledge receipt of the "Meeting Room Rules and Regulations." I have read the Rules and Regulations and I understand and agree to abide by said Rules and Regulations.

I further understand and agree that I must remain in attendance at the meeting scheduled pursuant to this Application and Agreement and that I will be held personally responsible for the payment of any damages cause to library property or equipment, or for excess cleanup expenses incurred by the Library as a result of our group or organization's use of library facilities or equipment.

I personally, and on behalf of the group I represent, agree to hold the Wood County District Public Library, its staff and its Board of Trustees, harmless for any damages or injuries to persons or property caused by my group or organization's use of Library facilities authorized by this Application and Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Representative

\_\_\_\_\_  
Date

\*\*\*\*\*

For Library Personnel:

\$75 / \$200 – up to 4 hours collected?

Check # \_\_\_\_\_ Cash \_\_\_\_\_

\$200 / \$400 flat fee (4 or more hours)?

Fee collected \$ \_\_\_\_\_  
\_\_\_\_\_ Initials of Staff Collecting Fee