



City of Winooski

Vermont's Opportunity City

27 West Allen Street
Winooski Vermont 05404
802 655 6410
winooski.vt.gov

Building Use Policy

Winooski Memorial Library

The Winooski Memorial Library is available to nonprofit groups for meetings and other activities. Preference will be given to Winooski based groups. The library is available to the community, regardless of beliefs or affiliations of the individuals or groups requesting use. The Winooski Memorial Library does not advocate or endorse the viewpoints expressed by users of the space.

Regulations

1. The space may be used for any lawful activity appropriate to the size and nature of the space.
2. Reservations must be made at the circulation desk at least 48 hours prior to the meeting time. They will be filled on a first come, first serve basis. A representative of the group or organization who accepts responsibility for compliance with the regulations must sign the room reservation form.
3. All events must be free and open to the public.
4. Alcohol and tobacco are not permitted. Food is permissible, but groups must clean up and remove all trash. (There is a dumpster behind the Community Center).
5. The space can only be used when the library is closed (Sundays, Mondays, and evenings), Evening meetings must end by 9 PM.
6. All furniture must be returned to its original locations.
7. A key may be picked up the day before the event. The building must be locked after the event. The key must be returned in the drop box. A refundable security deposit of \$10.00 is required for the key. The deposit must be picked up within two weeks of the event. After two weeks, the money will be considered a donation to the library.
8. Groups shall be responsible for any damage, including cleaning fees.
9. The Winooski Memorial Library and the City of Winooski are not responsible for any accident, injury, or loss of individual property while the room is in use.

Waiver

I have read and agree to the Winooski Memorial Library's Building Use Policy.

Printed Name _____

Signature _____ Date _____