

WILLINGTON PUBLIC LIBRARY USE AGREEMENT SUMMARY
(Effective 7/1/2026)

EVENT: _____ PURPOSE: _____
DATE: _____ DAY OF WEEK: _____ TIME: _____ # of HOURS: _____
ANTICIPATED NUMBER OF OCCUPANTS: _____
Contact Person: _____ Phone: _____
Address: _____ Email: _____

All meeting room reservations are on a first come, first serve basis, however, the following priorities will prevail in using the meeting rooms:

1. The Willington Public Library.
2. Town of Willington meetings or programs– sponsored by the Town or its agencies.
3. Political Party Caucuses or Town Committee Meetings.
4. Willington Community Organizations composed primarily of Willington residents, providing service to the Willington residents and open to anyone.
5. Other Non-profit Organizations in the Willington Community
6. Other Non-Profit Organizations outside of Willington.
7. Personal or Private events held by a Willington resident.
8. Personal or Private events held by a non-Willington resident.

Special consideration for pricing will be given to the Town of Willington agencies sponsoring regularly scheduled and long term programs.

There is a **\$25 non-refundable rental fee per use** for applicants in group numbers 2-6 per use if held outside of normal library hours **paid by check or cash and due at the time of reservation**. If there is a request to extend use of the space after normal hours, the rental fee will also be charged to group numbers 2-6. There is a **per hour rental fee** for applicants in group number 7-8 listed below **paid by check or cash and due at the time of reservation**:

Areas of Use: Community Room (120 max) \$40 Resident \$50 Non-Resident x ____ hours = _____
Conference Room (20 max) \$15 x _____ hours = _____
Kitchen Use (Optional) \$30 flat fee _____

Required Fees (Private/Personal): \$25 Non-Refundable Rental Deposit (separate check) _____

Audio/Visual Equipment (Optional, \$15) _____

Custodial/Utility Charge: \$50 mandatory fee (Personal & Private groups) _____

After hours Staff charge (if applicable): Determined by the Library Director of WPL _____

*The key must be returned the next day the library is open. There will be a **\$15/day fee** if not returned after that. **There is a \$350 fee for each lost key.***

COMMENTS: _____

In making this application, we hereby agree to the rules and regulations set forth in this agreement with the Willington Public Library governing the use of the meeting rooms, to take the utmost care of the library property and to make good any damage or loss of library property arising from our occupancy of any portion of the building.

Sig. Director or Asst. Director, WPL

Sig. person responsible for payment and conduct of activity

Date

WILLINGTON PUBLIC LIBRARY FACILITY USE AGREEMENT

This AGREEMENT is made this _____ day of _____, 20____, by and between _____ (HENCEFORTH KNOWN as Tenant/Applicant) and the Willington Public Library (HENCEFORTH KNOWN as WPL). WHEREAS the Tenant wishes to make use of _____, a facility owned by the WPL (the “facility”); and WHEREAS the Tenant and WPL recognize that there is a certain amount of liability and risk inherent in the use of such a facility. NOW, THEREFORE, in consideration of the mutual promises contained herein, it is AGREED:

1. Tenant and WPL agree that Tenant may enter and use the facility on _____ from the hours of _____ to _____ solely for the purpose of _____.
2. Tenant has read and agrees to the Use Requirements attached to this agreement.
3. Tenant shall commit no waste nor suffer the same to be committed thereon, nor injure nor misuse the facility.
4. Tenant covenants, at Tenant’s sole cost and expense, to defend and indemnify the WPL against, any and all loss, cost, liability and expense of any nature whatsoever (including reasonable attorney fees) that may arise during the period which the Tenant uses the facility on account of, or arising out of, (a) Tenant’s use of the facility, (b) any act, omission or negligence of Tenant or Tenant’s agents, employees, contractors, movers, servants, or the like, (c) any accident, injury or damage to property or the facility, or (d) Tenant’s default under this agreement.
5. Tenant agrees that all property of any kind owned by or in the possession, use, care, custody, or control of Tenant and brought to the facility, may remain at the facility during the time set forth above at the sole risk and hazard of the Tenant and Tenant waives all rights of action of any sort of damage to any said property, however such damage may arise, and from whatever manner or cause.
6. This agreement shall insure to the benefit and be binding upon all parties hereto, their heirs, successors and assigns.

WILLINGTON PUBLIC LIBRARY
LIBRARY DIRECTOR/DESIGNEE

TENANT

Duly Authorized By

Duly Authorized By

**WILLINGTON PUBLIC LIBRARY
7 RUBY ROAD
WILLINGTON, CT 06279
860-429-3854**

To those using this building:

In order to maintain its appearance, please be aware that you are responsible for the following:

**PLEASE REFER TO IMAGES IN COMMUNITY ROOM AND STORAGE AREA FOR
PROPER PLACEMENT OF TABLES/CHAIRS**

**ALL CHAIRS NOT SEEN IN THE EXAMPLE PHOTOS IN THE COMMUNITY
ROOM SHOULD BE PROPERLY RACKED (SEE EXAMPLE IMAGES INSIDE
ROOM) AND WHEELED CAREFULLY INTO THE STORAGE CLOSET AGAINST
THE WALL AS ORIGINALLY FOUND.**

**ALL TABLES NOT SEEN IN THE EXAMPLE PHOTO IN THE COMMUNITY ROOM
SHOULD BE FOLDED AND PUT IN THE STORAGE CLOSET AGAINST THE WALL
AS ORIGINALLY FOUND.**

**BATHROOMS SHOULD BE LEFT CLEAN OF CLUTTER AND TOILETS SHOULD
BE FLUSHED. TABLECLOTHS REQUIRED FOR TABLES. BRING YOUR OWN
CLEANING SUPPLIES. FLOORS SHOULD BE VACUUMED & TABLES/CHAIRS
CLEANED OF ANY STAINS.**

**IMMEDIATELY NOTIFY LIBRARY STAFF OF ANY SPILLS/STAINS ON THE
CARPET OR UNFORSEEN DAMAGE.**

**ALL FOOD AND DRINK SHOULD BE CLEANED UP AND TRASH PUT IN THE
PROPER INDOOR RECEPTACLE. RECYCLABLES IN INDOOR RECYCLING
CONTAINERS. LEAVE TRASH FOR CUSTODIAN TO HANDLE. NO ALCOHOLIC
BEVERAGES ALLOWED. NO SMOKING/VAPING OF ANY KIND ALLOWED
INSIDE OR OUTSIDE THE LIBRARY.**

**ALL LIGHTS SHOULD BE TURNED OFF AND DOORS SHOULD BE LOCKED
WHEN LEAVING THE LIBRARY.**

**HEAT SHOULD BE LEFT AT THE PROGRAMMED TEMPERATURE SET BY
LIBRARY STAFF. WINDOWS ARE NOT TO BE OPENED.**

WILLINGTON PUBLIC LIBRARY USE REQUIREMENTS

The Willington Public Library (WPL) will provide at its expense a clean facility with heating/air condition, and overhead light for ordinary use.

CANCELLATION BY APPLICANT: Should the applicant cancel the event covered under this agreement for any reason, no deposit refund shall be made. The applicant agrees to also pay any reimbursable expenses incurred by WPL in connection with the event covered by this agreement.

RULES AND REGULATIONS: The applicant agrees to at all times conduct their activities with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety and with Licensor to assure such safety.

1. The user agrees to execute a facility use agreement
2. Individuals/Organizations wishing to use the WPL shall first apply to the Library Director or Assistant Director on the prescribed form. The use of the Willington Public Library shall be subject to the approval of the Library Director or Assistant Director and the following rules.
3. Applicants must be 21 years of age or older and must be present at the function.
4. ANY individual/organization with youth under 21 years old requires the presence of adequate adult supervision at all times; 1 adult for every 12 youth.
5. Consumption of alcohol, smoking/vaping, continued use of an open flame (ex: candles), and drug use is not permitted in the Willington Public Library building or the exterior grounds.
6. No food or beverages allowed except in the Community Room, Conference Room, and Kitchen.
7. All sidewalks, doors, halls, stairways, and all access to public utilities on the premises shall be kept unobstructed by the applicant. This includes overflow of occupancy in either meeting rooms.
8. Make sure all doors are locked, lights are turned off, and thermostats unchanged.
9. Applicant agrees not to bring onto the premises any material, substances, equipment, or object which is likely to endanger the life or, to cause bodily injury to, any person on the premises or which is likely to constitute a hazard to the property thereon without the prior approval of the WPL.
10. The user agrees to abide by the same level of behavior and decorum as outlined in the library's policies (available on the library website or a copy can be provided upon request to review). Illegal activities of any kind are prohibited, and those violating this prohibition will be ejected from the premises. Law enforcement may be notified.
11. In the event of inclement weather, the Director or Assistant Director has the final authority on whether the WPL is usable.
12. **Charging a fee of any kind to attend or take part in a non-municipal event is prohibited; accepting non-specific donations would be permissible.**
13. All areas used under this agreement must be returned to the same condition in which it was found.
Failure to do so may result in loss of future use.

CONTROL OF FACILITY AND RIGHT TO ENTER: In renting the said Licensed Space to the Applicant, it is understood the WPL does not relinquish the right to control the management thereof and to enforce all necessary laws, rules and regulations.

EXHIBIT/EQUIPMENT ENTRANCE: All articles, exhibits, displays, etc. shall be brought into or out of the facility only at such entrances and during such hours designated by WPL.

STORAGE: Storage is limited and may be addressed on a case-by-case basis.

DEFACEMENT OF FACILITY: The applicant shall not use scotch tape, masking tape, thumbtacks, nails or pins, to affix any objects to the walls, whiteboards, furniture or fixtures. Painter's tape is generally accepted for temporary use, but must be disposed of once it is no longer in use.

PAYMENT FOR DAMAGES: The applicant agrees to pay costs of repair or replacement for any and all damages of whatever origin or nature which may have occurred during the term of this agreement in order to restore the rented space or others parts of the Library premises affected by the event to condition equal to that at the time this agreement went into effect. No exceptions. The WPL will provide detailed billing and accounting to the applicant when such restoration is completed.

OCCUPANCY: The WPL shall not be held responsible if, for any reason, it is unable to provide a room on the date and at the time when the engagement herein contracted for is scheduled.

INTERRUPTION OR TERMINATION OF EVENT: WPL shall retain the right to cause the interruption of any event in the interest of public safety, and to likewise cause the termination of such event when in the sole judgment of WPL such act is necessary in the interest of public safety. Law enforcement may be notified if renter fails to leave the premises in the interest of public safety.

COMPLETE AGREEMENT: It is understood that the applicant and any other principals to this contract shall be jointly and severally responsible for any breaches of this agreement.

CIVIL RIGHTS: WPL and the applicant agree not to discriminate against any person or protected class under CT State law. Protected persons and/or classes include: Age, ancestry, color, learning disability, marital status, intellectual disability, national origin, physical disability, mental disability, race, religious creed, sex, gender identity or expression, sexual orientation, status as a veteran, and status as a victim of domestic violence.

BUILDING EQUIPMENT: Rental of any area in the Library does not include the use of the kitchen, library, or office equipment unless expressly stated in this agreement and payment is provided for supplemental use. Use of normal equipment in the facility such as standard lighting, trash/recycling receptacles and restrooms is included in the rental. Thermostats are to be maintained at their programmed temperatures for heat and air conditioning. There is no telephone available when the library is closed.

AUDIO/VISUAL (A/V) EQUIPMENT: Permission to use WPL A/V equipment must be arranged in advance. In some instances, charges will be levied for library personnel required to operate the equipment or a group requiring equipment must be thoroughly trained in its use and be held responsible for any damage to equipment. A \$15 non-refundable charge is required by all groups for the use of any audio/visual equipment.

KITCHEN USE: Applicants are allowed the use of refrigeration and use of the freezer during the period of their event if renting the kitchen space. Anything that is brought in, must be removed at the end of the event. Use of the convection oven is limited to re-heating food items only at 200 degrees or less - cooking above 200 degrees is prohibited. If re-heating food items, the fan needs to be switched on and someone must be present in the kitchen while using the convection oven at all times. All cleaning supplies, paper goods and utensils must be provided by the applicant- any items already on the premises are for WPL use only. A \$30 fee is required by all groups for the use of the kitchen.

In the event of damage anywhere on the library property, please notify the Director's office at 860-429-3854 as soon as possible or email Director@willingtonpubliclibrary.org.

In case of life threatening injuries or safety concerns, call 911 immediately. The Director or Assistant Director will be notified by the appropriate public safety department or Everon.