

Wilton Library Rental Spaces

Private Rooms to use for meetings, lectures, performances, and special events.

Tables and chairs provided at all spaces.

AVAILABLE ROOMS

Brubeck Room (Auditorium)

- **Capacity:** 155 seated audience (indoors) + 75 in Courtyard
- **Includes:** Stage, large screen, full A/V, podium, optional use of lobby, courtyard, and kitchen
- **Ideal for:** Lectures, performances, receptions, catered events

Configuration	Regular Rate	Nonprofit Rate
Brubeck + Courtyard + Kitchen + Lobby	\$400/hr	\$250/hr
Brubeck + Courtyard + Kitchen	\$275/hr	\$175/hr
Brubeck + Courtyard only	\$200/hr	\$125/hr

Rimer Room

- **Capacity:** 50 seated audience | 35 at tables
- **Includes:** Digital Screen, White Board
- **Rate:** \$75/hr (Regular) | \$50/hr (Nonprofit)
- **Ideal for:** Workshops, training sessions, group meetings

President's Room

- **Capacity:** 40 seated audience | 24 at tables
- **Includes:** Digital Screen, White Board
- **Rate:** \$75/hr (Regular) | \$50/hr (Nonprofit)

- **Ideal for:** Small lectures, board meetings, planning sessions
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AVAILABLE A/V EQUIPMENT (Sample)

- Microphone Sound System
- Projector, OWL Camera System
- Laptop with Audio Output
- DVD Player
- Piano (Brubeck Room only)

Important A/V Policies:

- All A/V setup (including projectors, sound levels, computers) must be handled **by Library personnel only**
 - Renters **may not plug musical instruments** into the Brubeck Room sound system
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AMENITY & ADD-ON FEES

Amenity	Fee	Notes
A/V Usage Fee	\$50 flat	For use of microphones, projector, DVD, laptop, etc.
A/V Technician Fee	\$75/hour	If technical assistance is needed during event
Piano Usage Fee	\$50 flat	Additional \$150 if tuning is required
Rental Items Storage	\$200/day	To store materials before/after scheduled rental

RESERVATION POLICY

Wilton Library spaces may be reserved by:

- **Nonprofits** with IRS §501(c)(3) status
- **Town of Wilton Departments** may use spaces at no cost.

- **Community groups** (HOAs, clubs, civic associations)
- **For-profit businesses and individuals**

Key Terms:

- **No admission may be charged and no products or services may be advertised, solicited, or sold.**
 - **Renter shall have a prominent disclaimer on any publicity** that its “event is not sponsored by, affiliated with, or approved by the Library”.
 - **All publicity for the event must be approved** by the Executive Director and/or the Rentals Coordinator.
 - **Setup and breakdown** must be included in the rental time
 - **Partial hours are not prorated**
 - **After-hours events** require advance approval
 - All rentals are **non-transferable**
 - The Library reserves the right to **deny or reject any request**
 - Additional documentation (e.g., nonprofit proof, insurance, permits) may be required
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HOW TO RESERVE

1. Contact the **Rentals Coordinator** to receive the required **Rental Agreement**
2. Submit any supporting documentation as requested

 **Katie Nelson, Rentals Coordinator**
 **knelson@wiltonlibrary.org**
 **www.wiltonlibrary.org/rentals**