



Public Meeting Rooms' Policy
 Draft

STATEMENT OF PURPOSE

The Board of Library Directors of the Burlington Public Library views the public's use of the library's meeting rooms as an extension of library service. The rooms are available for use to the library community in its broadest sense and reflect the education, cultural and social role the library plays. Rules and guidelines are made to ensure that such use does not interfere with normal operation of other library services.

Availability:

Rooms Available

Meeting Rooms	Kitchen Facilities	Capacity	Burlington Non-Profit or Civic Groups	Burlington For-Profit or Non-Burlington groups	Availability
*Anne Walluk Community Room	Yes	100	No Charge	\$160 for 8 hours; \$80 for 4 hours; \$25 Hour	Reserve Up to 90 days; monthly only
*Conference Room	Yes	10 or 12	No Charge	\$10 hour	Reserve Up to 90 days; monthly only
Study Rooms #1	NO	1 or 2	No Charge	No Charge	First Come First Served
Study Rooms #2	NO	1 or 2	No Charge	No Charge	First Come First Served
Children's & Teen Program Room	No	25	No charge	No Charge	Reserve Up to 90 days; monthly only

*May be available for use when the library is not open.

ELIGIBILITY:

The Burlington Public Library has five meeting rooms available for public use. First priority is given to events conducted or sponsored by the library. Rooms are available without charge to the Friends of the Burlington Library, the Town of Burlington, Regional School District 10 and nonprofit Burlington based groups or organizations whose mission is to specifically benefit the community of Burlington, and Burlington based 501 (c)(3) charitable nonprofits with Tax ID#s. Fundraising or solicitation of donations is not allowed unless it is for the benefit of the library. Commercial groups may rent the room for an

hourly or daily rate which is set by the Board of Library Directors. The library must not be used as the official address or headquarters of any outside group or organization. The following disclaimer (minimum 12 point font) needs to be put on any released publicity: No group or activity which has the potential to endanger the public safety will be allowed. The library's meeting facilities will be reserved on a "first-come-first-served" basis. In case of scheduling conflicts, the following reservation priorities will prevail: The Burlington Public Library, Burlington Library Association ("The Friends of the Burlington Library"), Town of Burlington, Regional School District #10, Burlington's nonprofit community organizations; and commercial groups.

If a group is refused permission to use the room, it may appeal first to the Library Director and then to the Board of Library Directors. Use of the room by a group in no way means that the library or the town endorses the particular beliefs or purposes of that group. Meeting rooms are not available for private functions. However businesses may use the library facilities for training or seminars at the discretion of the Library Director. Please see fee schedule listed below.

STUDY ROOMS:

The two study rooms are available on a first come first serve basis and are limited to up to two hours at a time. Time will be extended if no one is waiting. People will not be able to set up their home offices for the whole day. Covered drinks are allowed. Please see staff to sign up to use the room.

BOOKING:

Bookings will be on a first come, first served basis. Bookings will be taken not more than 90 days in advance. The rooms may not be booked for sequential weekly meetings. Groups are limited to using a room 12 times during a calendar year and shall be restricted to regular bookings of no more than once a month. The Anne Walluk Community Room and the Conference Room may be available before or after library hours. The person responsible (18 or older) must fill out an application form. Applications must be filled out prior to the event. An organization will not be allowed to store program-related materials and equipment before or after the program. If setup and/or take down time are required, the organization must include that in the booking Information.

KEYS:

Regarding after hours use: The key and the Allen wrench to the Anne Walluk Community Room or Conference Room needs to be picked up a few days (during normal library hours) ahead of the scheduled event. At that time a \$50 refundable deposit must be left and arrangements for equipment training (if applicable) should be made. When key and wrench are returned, and the room is inspected the deposit will be returned. The deposit will be forfeited or used as a deposit for any damage, lost key or if cleaning is required.

NO CALL/NO SHOW POLICY:

Reserving a library meeting room and failing to show up for any reason without notifying the library on three (3) separate occasions in any calendar year will result in loss of meeting room privileges. Reinstatement of meeting room privileges, and the terms governing such reinstatement, shall be at the discretion of the Library Director.

KITCHEN:

Kitchen facilities may be used to serve light refreshments. The kitchen must be spotless when program is over. User must bring own supplies (e.g., coffee, sugar, cream, cups, napkins.) A refrigerator, microwave, a coffee pot and a Keurig are available for use. (For the use of alcoholic beverages see Town Ordinance for Alcohol Beverages, adopted 6/20/17)

EQUIPMENT:

Reserve when booking the room: Tables, chairs, DVD player, *LCD projector, lectern, screen, easel. When library is not open and equipment is needed then user must be trained in advance of the meeting by the staff and will be held responsible for any damage to equipment. *Staff will set up (or train) person to use this projector. Equipment will not leave library premises.

GENERAL RULES:

1. Use of the meeting rooms will be restricted to *activities that do not interfere with general library operation* or *activities that will damage library property* (e.g., noise level, no paint, dyes). Children must be under the supervision of an adult.
2. Groups using the Anne Walluk Community Room and Conference Room will be responsible where applicable for:
 - A. setting up chairs, tables, etc.
 - B. proper supervision
 - C. restoring room to the same condition in which it was found
 - D. costs arising from damage or loss during use
3. In all advertising and press releases it must be made clear that the sponsoring organization should be contacted directly for information regarding the program, and a contact name and telephone number must be provided. The following disclaimer (minimum 12 point font) needs to be put on any released publicity: **“This event is not sponsored by the Burlington Public Library.”**
4. Kitchen will be left spotless All trash shall be placed in garbage containers. Recycling bins are available for glass, etc. No food or beverages shall be left in the kitchen or Community Room by any group.
5. Smoking, including the use of electronic devices, the use of chewing tobacco, or open flames are not permitted on premises. (State Statute Sec 19a-342 prohibits cigarettes, cigars, pipes or similar devices in a public building).
6. Juvenile groups, under 18, may use the Anne Walluk Community Room or the Conference Room with verified adult supervision. Such responsibility will include being on the premises before the first member has arrived and remaining on the premises until the last member has left. Children 12 and up may use the Children's and Teen's Program Room if it is available.
7. NO material will be affixed to wall surfaces.
8. As a courtesy to library patrons, please inform your members not to park in spaces directly in front of the main library entrance.
9. The Library Director or the Board of Library Directors reserves the right to refuse permission for continued use of the Anne Walluk Community Room to any group or organization which has caused damage to, or misuse of, furniture or equipment, or has violated any of the above rules. Person signing application is responsible.
10. The library is not responsible for damage to or loss of equipment, supplies, exhibits, or other items owned by an individual or group when using the meeting room. In addition, the Board of Library Directors and the Town of Burlington or their employees are not liable for any claims arising out of use of this facility.

11. The staff cannot guarantee that the library will be nut free, latex or allergen free.

12. In the event the library is closed for any reason, all programs and/or events in the library will be cancelled and the responsible person using the room will be notified.

13. Any variations from the above will require the Library Director or the Board of Library Directors' approval.

Approved: January 2018 by the Board of Library Directors