



Meeting Room Policy:

Agreement

Use of Burlington Public Library's meeting rooms signifies acceptance of this policy and all related Library rules, regulations, and procedures.

Any variations from the above will require the Library Director's approval.

Purpose

The primary purpose of the Library's meeting rooms is to support Library functions, meetings, and programs. When space is available, the Library welcomes public use of its meeting rooms for educational, cultural, civic, and community-focused activities. Meeting rooms are available to Burlington-based nonprofits, civic groups, Town departments, local organizations, and businesses conducting training or meetings.

Use of Library meeting rooms does not imply Library endorsement, support, or affiliation with any group, individual, or organization. All promotional materials, advertisements, or public announcements for events held in Library meeting rooms must clearly state: *"This event is not sponsored or endorsed by the Burlington Public Library."*

General Expectations

All groups using Library meeting rooms must follow Library rules, regulations, and policies, including the Patron Behavior Policy and Unattended Children Policy.

By reserving a Library meeting room, the group agrees to be responsible for all fees associated with the reservation and to submit full payment prior to the scheduled event.

Room Use Guidelines

Groups are responsible for using Library meeting rooms in a manner that supports a safe, clean, and respectful environment for all patrons. The Library is a public space, and privacy cannot be guaranteed. Meeting rooms are not private or confidential environments, and activities within them may be visible or audible to others. Library staff may enter meeting rooms at any time to ensure safety and compliance with Library policies.

- If keys are needed, they must be picked up during library hours the day before the event, or two days before if the library will be closed on the preceding day.
- Room setup and cleanup — Groups are responsible for arranging furniture as needed and returning the room to its original condition before leaving.
- Food and beverages — Light refreshments are permitted.

- Equipment use — Library equipment must be used responsibly. Please report any issues to staff immediately.
- Supervision — Children must remain under adequate and proper supervision at all times.
- Personal belongings — The Library is not responsible for lost, stolen, or unattended items.
- Noise and conduct — Activities must not disrupt Library operations or interfere with other patrons.
- End time — Meetings must conclude with enough time for cleanup and room reset before Library closing, generally at least 15 minutes prior.
- Storage — The Library cannot store materials or equipment for groups before or after meetings.
- Damage responsibility — Groups are responsible for any damage to Library facilities or equipment that occurs during their use.

Prohibited Activities

The following activities are not permitted in Library meeting rooms:

- Commercial sales or fundraising — Selling products, soliciting donations, or conducting fee-based services.
- Hazardous materials — Using or storing hazardous substances, including chemicals or explosives.
- Open flames — Candles, incense, or any flame-producing devices.
- Alcohol — Alcoholic beverages are not permitted unless authorized by Town policy. [Town Policy](#)
- Disruptive behavior — Activities that interfere with Library operations or disturb other patrons.
- Damage or alteration — Attaching items to walls, moving fixed furnishings, or causing damage to Library property.
- Storage — Leaving materials or equipment in the Library before or after meetings.

Room Details and Amenities

Meeting Room	Capacity	AV / Equipment	Kitchen	Rate
Anne Walluk Community Room	100	Tables & chairs, Lectern, DVD player, LCD projector, Projection screen, Microphone	Yes	Free for Burlington nonprofits; fees apply to all other groups — \$160 (8 hrs), \$80 (4 hrs), \$25/hr <i>Payment is due on the day of the event and may be made by cash or check.</i>
Conference Room	10–12	Tables & chairs, Screen-share software	No	Free for Burlington nonprofits; fees apply to all other groups — \$10/hr <i>Payment is due on the day of the event and may be made by cash or check.</i>

Children's Programming Room	25	Tables & chairs, DVD player, Screen-share software	No	Free
Study Rooms <i>(2 rooms, first-come, first-served)</i>	1–2	Standard study desk & chairs	No	Free

Limited after-hours use may be approved for the Community Room or Conference Room. Any use of meeting rooms outside regular operating hours requires approval from the Library Director.

How to Reserve a Room

1. Review the Meeting Room Policy.
2. Submit your annual Meeting Room Application. [Meeting Room Application](#)
3. Call the Library to check availability and request a reservation.

Cancellations

If your group needs to cancel a reservation, please notify the Library as soon as possible by calling during regular operating hours. Repeated no-shows may affect future reservations.

If the Library must adjust or cancel a reservation due to Library programs, we will notify you at least 30 days before your scheduled meeting. If an unexpected operational need requires a change or cancellation, we will notify you as soon as possible.

If the Library closes due to weather or emergency, all scheduled events are canceled. Staff will notify the responsible party.

Approved: January 2018 by the Board of Library Directors

Revised: October 6, 2026