

# Fletcher Free Library Meeting Room Policy

The Fletcher Free Library welcomes the use of its meeting rooms by responsible individuals and groups. The mission of the Library is to help the community connect, learn and grow. The rooms are provided to help accomplish this mission.

## WHO CAN USE LIBRARY MEETING ROOMS

The meeting rooms are available for non-commercial and non-profit purposes such as civic, community, cultural, or educational activities compatible with Library use. In allowing use of its rooms, the Fletcher Free Library does not discriminate against individuals or groups because of their race, color, religion, national origin, ancestry, place of birth, age, sex, sexual orientation, gender identity, political affiliation, marital status, veteran status, disability, HIV status, genetic information, physical or mental impairment, or receipt of public assistance. All reserved meeting rooms must be open to the public and may be monitored by Library staff to ensure compliance with this policy. The Library meeting rooms are not for private meetings, personal or family parties or purely social functions unless approved by the Library Director.

1. Minors using a meeting room must be supervised by at least one adult. Only adults may reserve a meeting room and the adult reserving the room will be responsible for the behavior of the minors attending the program.
2. If children are brought to a meeting, the accompanying adult is responsible for the children's behavior throughout the building. If children create a disturbance in the Library, they will be required to stay with the adult in the meeting room.
3. When not already reserved, the meeting rooms are available for walk-in use by tutor teams and study groups provided that they check in with the front desk and do not interfere with any subsequently reserved activities.
4. Please notify a librarian as soon as possible if any individuals with disabilities require accommodation to access or use the meeting rooms, and Library staff will work with the appropriate individuals to address the request.

## FEES AND CHARGES

1. The rooms are available without charge; however, donations are accepted.
2. No admission fees may be charged. Generally, no buying or selling is permitted, although exceptions, such as the sale of books incidental to a book reading and signing, may be approved by the Director, if determined compatible with Library uses.

## SCHEDULING OF ROOMS

1. Reservations of meetings rooms can be made: online at Reservation Request Form or by filling out a paper copy at the Library. Reservations must be made at least one week prior to the event date. All reservations are on a first come, first served basis. Reservations are not accepted more than three (3) months in advance of the meeting.
2. Rooms available with the following limitations:
  - Main Reading Room: maximum occupancy 299 (Director's approval only)
  - Fletcher Meeting Room: maximum occupancy 72
  - Pickering Meeting Room A: maximum occupancy 60
  - Community Meeting Room: maximum occupancy 50
3. Standing reservations for monthly meetings may be scheduled for a three-month time period. Weekly meetings may be scheduled for a one-month time period with the approval of the Director. To ensure access for all members of the community, the Library generally will not allow regular weekly meetings by a single group or individual for an extended period.

4. No group or individual may assign its reservation to another group or individual.
5. Library-sponsored activities will take precedence over all other activities, and the Library reserves the right to cancel any scheduled use of a meeting room if, in the Director's discretion: (1) It conflicts with the operation of the Library; (2) The room is needed for a Library-sponsored activity; or (3) The individual or group fails to comply with Library policy.

### **USE OF THE ROOMS**

1. The meeting rooms are available during the hours in which the Library is open to the public. All programs outside of public Library hours must be arranged with programming librarian or Director.
2. Reservations must include set-up and clean-up times by the group.
3. Early admittance to the building prior to public opening time is permitted if adequate Library staff is on hand to provide access to the building. All groups are expected to vacate the room 15 minutes before the Library closes or must make previous arrangements for use after Library closing.
4. The scheduling party may arrange the chairs and tables to suit their needs. Following the meeting, and the room should be left in good order. Any special cleaning needed after the meeting will be paid for by the scheduling party. If a user fails to leave a meeting room or equipment in its original condition, the person who made the reservation will be charged a fee based on the following rates:
  - Maintenance (reset room, clean carpet, repair furniture): \$25/hour
  - Equipment damage or replacement: Cost plus \$25 service fee
5. Light refreshments may be served in the meeting rooms. The Library does not provide supplies for refreshments. No alcoholic beverages are permitted without the approval of the Director, except for special Library events, and programs must have received the appropriate license.
6. No provision can be made for the storage of equipment and supplies to be used by anyone using the meeting rooms.
7. Special arrangements must be made in advance to use the Library's audio-visual equipment (minimum 7 days).
8. The Director or designee has the power to terminate any meeting or event disruptive to Library operations or incompatible with Library uses.
9. Room temperature is pre-set and cannot be adjusted by Library staff.
10. The Library does not guarantee parking facilities for those attending a meeting.
11. All participants are required to follow all Library rules or policies and to engage in no illegal activity on Library grounds. Library staff may ask any individual to leave the premises for any failure to abide by this policy.

### **RESTRICTIONS**

The Library does not assume any responsibility or liability for loss, damage or injury to any person or property occurring as a result of the activities of any person using the meeting rooms.

1. Use of the meeting rooms does not constitute Library endorsement of the viewpoints expressed by participants in the programs.
2. Publicity for an event that is not sponsored by the Fletcher Free Library or the City of Burlington must not be worded in a manner that would imply Library sponsorship of the group's activities.
3. The name, address, and/or telephone number of the Library must not be used as the official address or headquarters of an organization.
4. The party scheduling the meeting room shall be responsible for any injury to any participant and for any damage caused by any participant to the Library or other person.