

## Fletcher Free Library Meeting Room Policy & Rules

The Fletcher Free Library welcomes the use of its meeting rooms. We ask that individuals and groups be responsible for this community resource. The mission of the Library is: To inform, enrich and nurture a community of lifelong learners. The meeting rooms help support our mission.

### WHO CAN USE LIBRARY MEETING ROOMS

1. The meeting rooms are available for non-commercial and non-profit purposes. Examples of these are:

- civic
- community
- cultural
- educational activities
- or other purpose compatible with Library use

2. The 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
- receipt of public help.

3. Meeting rooms must be open to the public. Meeting rooms are monitored by Library staff to ensure compliance with this policy. Meeting rooms are not for:

- private meetings
- personal use
- family parties
- social functions

The Library Director may make exceptions under special circumstances.

4. Minors (ages 13-17 years old) may use a meeting room. Only adults may reserve a meeting room. The adult reserving the room will be responsible for complying with this policy. Should an adult not be available to complete the reservation, a reservation may be requested by a minor, subject to the review and approval of library staff.

5. When available, meeting rooms are available for walk-in use by individuals. Rooms are still open to the public.

6. Please notify a librarian of anyone requiring accommodations for access or use of the meeting rooms. Library staff will work with the appropriate individuals to address the request.

## FEES AND CHARGES

1. The rooms are available without charge. Donations are accepted.

2. No admission fees may be charged. No buying or selling is permitted. Exceptions, such as the sale of books connected to a book reading and signing, may be approved by the Director.

## SCHEDULING OF ROOMS

1. Reservations of meetings rooms can be made:

1. Online at Reservation Request Form <https://fletcherfree.org/ReserveAMeetingRoom>
2. Completing a paper Reservation Request Form available at the Library.

Reservations must be made at least two weeks before 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. The contact person for a meeting room must give a name and valid contact information. Contact information will be available to the public upon request. Falsifying name and/or contact information will result in the cancellation of the room reservation and may prevent an individual or group from reserving a meeting room for future use.

3. Rooms available with the following limitations:

- a. Main Reading Room: largest occupancy 299 (Director's approval only)
- b. Fletcher Meeting Room: largest occupancy 72
- c. Pickering Meeting Room: largest occupancy 60
- d. Community Meeting Room: largest occupancy 50

4. Standing reservations for monthly meetings may be scheduled for no more than three consecutive months. Weekly meetings may be scheduled for no longer than one month. The Library generally will not allow regular weekly meetings by a single group or individual for an extended period of time. If the library needs use of the room for a library program, the library

may cancel or reschedule a booking with 30 days notice.

5. No group or individual may assign its reservation to another group or individual.
6. Library-sponsored activities will take precedence over other activities. 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;
  - (3) The individual or group fails to follow Library policy.

## USE OF THE ROOMS

1. The meeting rooms are available during the hours in which the Library is open to the public. Programs during closed hours must be arranged with programming librarian or Director.
2. Reservations must include set-up and clean-up times by the group.
3. Use of the meeting rooms before the public opening time is allowed if staffing can be arranged. Groups are expected to leave the room 15 minutes before the Library closes. Groups that do not vacate on time will be charged \$25.00 for every 15 minutes past the close time. Late fees may be appealed to the Library Director due to financial hardship.
4. The scheduling party may arrange the chairs and tables to suit their needs. Following the meeting the chairs and tables should be put back to their original places, and the room should be left in good order. Any special cleaning needed after the meeting will be paid for by the scheduling party. The person who made the reservation will be charged a fee based on the following rates:
  - a. Maintenance (reset room, clean carpet, repair furniture): \$25/hour
  - b. 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, 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 at least 7 days in advance to use the Library's technology equipment.
8. Use of the Library's technology requires training.
9. The Director or staff may stop any meeting or event disruptive to Library operations. The Director or staff may stop any meeting or event incompatible with Library uses.

10. Room temperature is pre-set and cannot be adjusted by Library staff.
11. The Library does not guarantee parking facilities for those attending a meeting.
12. All participants are required to follow the Library ordinance.

## 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 outside 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.

Approved by the Library Commission 5/25/22