



## southburlington PUBLIC LIBRARY

### MEETING ROOM USAGE POLICIES & PROCEDURES

#### Space Available

There is one space available for reservation by the community at the South Burlington Public Library located in the University Mall at 155 Dorset St., South Burlington. The space can be reserved no more than 3 months in advance when not previously scheduled for library or city uses. The Library Meeting Room has a capacity of 40 participants in auditorium style and 20 at tables. There is no kitchen and no bathroom. A water source can be made available. A laptop and projector are available for use. The meeting room is available for reservation only during open hours: M-Th 10-8, F-Sa 10-5. All meetings held in the library must be open to the public. No admission fees are permitted.

The Library does not advocate or endorse the viewpoints of meetings or meeting room users.

#### Policy Governing Requests

After the space needs of the Library are met, reservations will be considered in the following order of priority:

- Library Staff
- Library Board and Committees
- City Meetings
- South Burlington nonprofits
- County, state, and federal agencies
- South Burlington individuals and businesses
- Other

Reservation requests should be made as early as possible prior to the event but no more than 3 months prior. No long-term (month-to-month) arrangements will be made. Those with long-term needs may reserve the room for 3 months, then renew their reservation.

#### Cancellations

Due to the high demand for our spaces, 48 hours is required for cancellations. Cancellations with less than 48 hours' notice will be charged at the normal rate.

#### Guidelines

**ONGOING MEETINGS:** Groups may reserve the room for up to 3 months. Those with long term needs may renew their reservation in the third month for additional 3 month periods if the room is available.

**PARTICIPATION:** A member of the group must alert library staff to total number of attendees that were present.

**DELIVERIES/VENDORS:** Deliveries for events must be made on the day of the event, unless arranged otherwise. Your organization will be held responsible for any contracted vendors and your staff must be present when vendors arrive.

**SETUP:** You may arrange tables and chairs to meet your meeting requirements.

**SIGNAGE:** Event signage is your responsibility and must be set up and removed accordingly. This includes tape on windows and doors.

**SMOKING:** This is a smoke-free facility. No smoking is allowed in or within 100 feet of the building.

**BEVERAGES:** Food and drink may be served in the meeting room only. No alcoholic beverages may be served or consumed in the facility.

**FIREARMS:** No unauthorized firearms are permitted in the building.

**PARKING:** Please advise your attendees to park near the outside IHOP entrance, or in the rear parking garage.

**DAMAGE:** Rooms may not be altered in any manner, including permanent marks from tape, staples, nails, tacks or any other fastening devices on walls or ceilings.

Accidental spills or damage must be reported immediately so as to be cleaned/repaired before permanent damage may occur. Additional fees will be charged for any damage or extra cleaning necessary.

**AV EQUIPMENT AND SUPPORT:** The meeting room has a pull down screen. A projector and laptop may be requested. There is no technical support available during your event.

**ADMINISTRATIVE SERVICES:** The Library does not provide photocopying or administrative support services. A photocopier is available at .15 per page for B&W copies.

**LIABILITY INSURANCE:** Under certain instances, liability insurance may be required.

**VIOLATION:** Violation of these guidelines may prevent future rental of facilities.

## Fees for Use

Individuals and for-profits are required to lease the space at the following rate.

Minimum 2 hour use \$25.00    Half day use \$50.00    Full day use \$100.00

Additional Cleaning Fees: Beginning at \$65 per hour if the room is not left clean and neat. Additional fees for carpet cleaning or wall/facility repair will be assessed as necessary.

A 2-hour minimum is required for all reservations. Payment for all rental fees must be made no less than one week prior to your event. Payments can be made via credit card at the library or by check or cash. Credit card payments will incur an extra charge for processing.

### Procedure for Space Requests

All inquiries should be addressed to Jennifer Murray at [jmurray@southburlingtonvt.gov](mailto:jmurray@southburlingtonvt.gov) or (802)383-1791. Requests must be made in writing using the [Meeting Space Reservation Form](#) only. Submission of your request does not constitute a reservation. A written confirmation will be emailed when your request is approved. Please allow 3 business days for processing.