



**southburlington**  
PUBLIC LIBRARY

## **ROOM RENTAL, USAGE POLICIES & PROCEDURES**

### **Purpose**

“Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” - American Library Association’s Library Bill of Rights.

As an expression of its mission to strengthen community through abundant resources including books, information and opportunities to learn, share and grow, the South Burlington Public Library provides community use of several meeting rooms. These rooms may be reserved by members of the community for programs, meetings and the presentation and exchange of information and opinions of all kinds.

### **Space Available**

There are spaces available for reservation by the community at the Library, located at 180 Market St, South Burlington. All spaces are available for reservation 6 days per week during open hours: M-Th 9-7, F 9-5, Sa 9-3. All users are encouraged to reserve spaces 30 minutes before their meeting begins in order to set up and learn about the room’s technology. Meetings must end 15 minutes before the Library closes. All rooms are ADA accessible and are on the second floor, requiring steps or elevator usage to access. Check the website for [additional information](#). Please allow 48 hours for confirmation.

### **The Board Room - 2nd Floor**

Featuring a uniquely crafted wooden ceiling, the Board Room is perfect for large meetings or small presentations. This room has capacity for 18 around a large table, with space for chairs around the perimeter of the room for up to 30 total. Projector and screen, speakers and video conferencing capability make this room ideal for large, collaborative meetings.

### **The Community Room – 2nd Floor**

Flooded with natural light from the large windows, this room is excellent for a multitude of purposes. Seating up to 60 in an audience style, or 24 in classroom, this room is well suited to presentations, large meetings, community discussions and more. Built-in microphone, projector and screen as well as a wireless hearing loop are equipped in this room. Contains a pocket kitchen (sink, microwave and mini fridge).

### **The Digital Lab – 2nd Floor**

The Digital Lab seats 24 at tables in a classroom style and is ideal for presentations, classes or instructions relying on the use of technology. This room comes equipped with a

Mersive Screen Display for easy and wireless screen sharing, video conferencing and collaborative work. The Digital Lab has room darkening shades, plenty of electrical outlets, chairs and tables with wheels and a non-carpeted floor for ease of access.

## **The Pickard Quiet Reading Room – 2nd Floor**

Comfortable and cozy, this room is perfect for more casual meetings like Knitting Clubs, Book Groups and other informal groups. Equipped with a combination of low tables, upholstered chairs and couches, this room seats up to 14 comfortably. This room is a cell phone free zone.

## **Study Rooms – 2nd Floor**

The South Burlington Rotary Study Room 1, Tim and Katie Barritt Study Room 2 and Cairns Family Study Room 3 are perfect for an individual or groups of 2-4 needing a place to collaborate. Display monitors are available for screen sharing and HDMI connection to a laptop. Study Room 1 and Study Room 2 are available through reservations, while Study Room 3 is first come, first served. Fees are waived for the Study Rooms, and there is a limit of one 3 hour reservation per day.

## **Policy Governing Requests**

After meeting the needs of the Library, and in some cases the City Hall, reservations will be considered in the following order:

- County, state, and federal agencies
- South Burlington nonprofits
- South Burlington residents
- The public

The Library has the right to preempt any reserved event for Library use. In such cases, the Library will make every reasonable effort to assist the group in reserving another space or date.

By making this space available, the Library Board of Trustees and Library Director do not sponsor or endorse the views of any group or individual reserving the space.

Reservation requests should be made as early as possible prior to the event, but no earlier than 6 months ahead. Staff require 48 hours to respond to reservation requests. No long-term arrangements will be made. Those with long term needs may reserve the room for 2 uses, then renew their reservation as space permits. Reservations by more than one individual for the same group may still not exceed the two-meeting limit.

Meeting Rooms cannot be used to sell products or services, or for any unlawful purpose.

## **Cancellations**

Due to the high demand for our spaces, 48 hours' notice is required for cancellation. If an individual cancels for any reason within 48 hours of a reservation, he or she must reschedule to a new date within 5 business days or forfeit all payments. If the Library cancels for any reason, a library representative will reschedule, if possible, within 5 business days or refund all payments.

### **Fees for Use:**

Meeting Rooms will be reserved for up to two hours, over two and up to four hours, or full day. After hours reservations, cleaning, security and equipment use may incur fees.

*Non-Profit Organizations, OR, an individual*

- First two hours are free, rental fee is \$25.00 for every additional hour or part thereof, up to eight hours.

*For-Profit Businesses, OR, an individual or organization charging an admission fee*

- Rental fee is \$50.00 for up to 2 hours and for each 2-hour block up to eight hours.

Any user who is not a 501(c)(3) organization and is charging a fee or requesting a suggested donation will be billed as a for-profit business.

*Study Rooms:*

- Have a 3-hour daily limit and fees are waived.

Should an applicant require a reservation that goes beyond open hours, the after-hour staffing fee is \$40 for any part of an hour. Availability of before or after-hours staff will be made by the Director.

*Public-oriented programming in partnership with or sponsored by the Library or the City of South Burlington does not incur a rental fee. Other fees may be applied.*

*Additional Fees:*

- Pre-approved refreshments: \$50.00 (Digital Lab, Community Room)
- Cleaning is included in rental but an additional \$65.00 per hour fee will be added if the room is not left clean and neat. Additional fees for carpet cleaning and wall or facility repair will be assessed as necessary.
- Fees may be waived for meetings and events co-sponsored by the Library upon approval by the Library Director.

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 cash, check or credit card (small fee applied when using a credit card).

## Guidelines

**ONGOING MEETINGS:** Groups may reserve Meeting Rooms up to 6 months in advance. Rooms may be reserved by one group or individual for up to two separate meetings. Those with long term needs may renew their reservation for an additional 2 meetings if the room is available.

**PARTICIPATION:** A member of the group must alert library staff, in person or by email, to the total number of attendees that were present.

**DELIVERIES/VENDORS:** Deliveries for events must be made only 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 furniture to meet your requirements. Staff is unable to help you move equipment, coordinate vendors or offer storage space. Candles, open flames, and other incendiary devices are prohibited. Confetti and glitter are also prohibited.

**CLEAN UP:** All trash, including sorted recyclables, must be collected and bagged. All equipment provided by an outside vendor must be removed immediately. All surfaces used for food preparation and distribution must be cleaned thoroughly and returned to a neat and orderly state.

**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/repared before permanent damage may occur.

**SIGNAGE:** Event signage is your responsibility and must be set up and removed accordingly. If the event is hosted by the Library, staff may assist with sign and flyer design. No tape is allowed on the walls and must be removed from windows to avoid a cleaning fee.

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

**BEVERAGES:** Drinks with lids are permitted in the library. Events serving alcohol must be arranged by a DLC licensed caterer after hours. An approved liquor license must be submitted to the library prior to the event.

**FOOD:** Food may be served at meetings in the Community Room and the Digital Lab (see Fees.)

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

**PARKING:** There is plentiful parking around City Hall on the street & dedicated parking behind the building.

**CHECKING IN:** Please check in at the second-floor desk.

**AV EQUIPMENT AND SUPPORT:** Audio Visual equipment is available as stated for each space. Technical support is not provided; however, it may be available at an additional charge. Instructions are posted in each room.

**ADMINISTRATIVE SERVICES:** This facility does not provide photocopying or administrative support services.

**LIABILITY INSURANCE:** 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. The Library and the City of South Burlington will be held harmless for any negligent acts or omissions by the rental group during the time of rental.

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

## Procedure for Space Requests

All inquiries for Meeting Rooms must be made in writing using the [Meeting Room Reservation Request Form](#), available on the Library's website. 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 confirmation. Additional inquiries should be addressed to the Library Director, Jennifer Murray, at [jmurray@southburlingtonvt.gov](mailto:jmurray@southburlingtonvt.gov) or (802)383-1791. Please allow 3 business days for processing and receipt of fees.