



## **AUDITORIUM RENTAL & USAGE POLICY**

### **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 its Auditorium. While the Auditorium is designed primarily for Library program and City Government use, it 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**

The South Burlington Public Library Auditorium at 180 Market Street is available for reservation by the community 6 days per week during open hours: M-Th 9-7, F 9-5, Sa 9-3. All users are encouraged to reserve the space at least one week before their event begins learn about the room’s technology. Events must end 15 minutes before the Library closes. The Auditorium is ADA accessible. Check the website for additional information. Reservations will be submitted at least 7 days prior to auditorium use. Please allow 3 business days for confirmation. Submission of a request does not constitute a reservation.

### **The Auditorium - 1st Floor**

Configured like a lecture hall with a proscenium stage, full curtains and one set of wings, the Auditorium is acoustically designed and fully wired for streaming performances or remote participation meetings with seating for 100. Offering theatrical lighting, multiple POV cameras, lighting and sound pre-set controls, or a sound board available for certified users, the room is ideal for performances. Rear screen with short throw projector, confidence monitors, mics, tables/seating and lectern are available for meetings or panel presentations. Generally carpeted with dance finish flooring on stage, note there are electrical boxes in flooring.

### **AV Equipment and Support**

Audio Visual equipment is available in the Auditorium. All users will be contacted by City staff to set up an orientation to the basic lighting and sound features. Technical support is not provided the day of the

reservation; musicians and theater groups are advised to bring their own experts. Adjustments to the lighting may not be made without approval, and if made, lighting must be returned to trim. Technical assistance fees will be charged in order to return lighting to trim.

### **Policy Governing Requests**

After meeting the needs of the Library and City Council, Planning Commission and Development Review Board meetings, 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 City or 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 City of South Burlington and the Library Board of Trustees 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 12 months ahead. 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.

The Auditorium cannot be used to sell products or services, or for any unlawful purpose.

### **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 rental rate.

### **Fees for Use**

The Auditorium will be reserved for a minimum of four hours. After hours reservations, cleaning, security and equipment use may incur additional fees.

*Non-Profit Organizations, whether or not they are charging an admission fee, OR, an individual*

- Rental fee is \$150.00 for up to 4 hours and \$300.00 for more than 4 hours, up to 9 hours

*For-Profit Business or an individual charging an admission fee*

- Rental fee is \$350.00 for up to 4 hours and \$700.00 for more than 4 hours, up to 9 hours
- After hours or rehearsals may be subject to additional fees.

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.

*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 lobby refreshments: \$50.00
- Scheduled rental of the catering kitchen: see hourly rate and reserve the kitchen here ([link](#))
- Scheduled rental of the Green Room: see hourly rate and reserve the room here ([link](#))
- Cleaning: is included in rental but \$65 per hour 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.
- After hours staffing: \$40.00 per hour IF staffing is available. Availability of after hours staff will be made by the Director.
- Tech assistance fee: \$150.00 per hour

Fees may be waived for meetings and events co-sponsored by the Library upon approval by the Library Director.

A 4-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 the Auditorium up to 12 months in advance for single events and related rehearsals and set up. Ongoing meetings will not be scheduled unless they are hosted by the Library or with approval by the Library Director.

**PARTICIPATION:** A member of your 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 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. Vendors must use the back door. Storage is not available onsite.

**SETUP:** You may arrange items on and around to stage to meet your requirements and return them to their original layout. Any changes to lighting must be returned to their original settings. 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. All items will be returned to their original placements.

**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 to avoid permanent damage. *\*Only gaffers tape will be allowed, all other tape is prohibited.* The Library is not responsible for damage or loss to any equipment.

**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.

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

**FOOD and DRINK:** No food and drink may be consumed in the Auditorium seats. Presenters may have water and only on the proscenium. Serving refreshments in the lobby must be pre-approved by the Library Director. Use of the catering kitchen is made by separate arrangement. Serving alcohol in the lobby requires an additional Vermont state permit.

**PARKING:** There is plentiful parking around 180 Market Street on the street and dedicated parking behind the building.

**CHECKING IN:** Please check in at the Library circulation desk.

**ADMINISTRATIVE SERVICES:** The Library 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.

**CLOSING PROCEDURES:** A staff member will be available for locking/unlocking the building, securing the Auditorium, and ensuring that the building is empty.

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

### **Procedure for Space Requests**

All inquiries for the Auditorium must be made in writing using the Auditorium Reservation Request Form, available on the Library's website. (link) 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. In your approval a staff liaison will be identified. Fees are due within seven days following approval. 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.