

Rutland Public Library

Meeting Room Policy

The meeting rooms of the Rutland Public Library are available for educational and civic purposes to serve the citizens of Rutland provided that such use does not interfere with regular library services. Civic organizations must be non-profit and involve the citizens of Rutland. For profit organizations will not be allowed. Those groups using the facilities must conform to the following rules:

1. Reservations for use of the meeting rooms must be made by a responsible adult member of the organization requesting use of the room, who will see that all library rules are followed.
2. Reservations for use of a meeting rooms must be made on the Library's application form and submitted in person to the Library staff. Reservations will not be allowed unless an application form is signed and submitted at least 48 hours in advance of the scheduled function. In order to assure outside use will not interfere with Library service, no reservation will be accepted more than 60 days prior to a scheduled event. Library related events would take priority in scheduling. The Library Trustees reserve the right to cancel reservations because of potential conflicts with Library-related functions. The Trustees reserve the right to collect a security deposit if it is deemed appropriate. Deposits would be returned after the function. Trustees reserve the right to keep the deposit damage occurs or the room is left in an untidy manner.
3. Verbal or written cancellation of a meeting room reservation is required in advance. Failure to notify the Library of a cancellation in the scheduled use of a meeting room may result in the denial of any future requests by the sponsoring organization.
4. Regular Library service must take precedence over all other activities and the use of the meeting space must not interfere with the operation of the Library. This includes excessive noise that may interfere with Library operations. Organizations should require participants to park in the rear of the building. Parking in front of the building must be left for regular library patrons when the Library is open.
5. The large meeting room has a maximum capacity of 90 people. The small conference room may be use by groups up to 25 people.
6. Groups that are having meetings that will be held when the Library is closed must pick up a key to the building at the Library circulation desk on the day of the meeting if the Library is open (or on the last available day that the Library is open). Keys must be returned on the following day or the next available day that the Library is open, whichever comes first. Keys must not be left in the book return box. If a group does not return the key promptly, any future reservation requests by the sponsoring organization may not be allowed. Groups that lose keys may be required to pay for lock replacement.

7. No group may charge an admission fee to any event held at the Library without the express permission of the Library trustees.
8. All meetings must be open to the public. Private parties by invitation only are not permitted.
9. No smoking or alcoholic beverages are allowed in the building or on the grounds of the Rutland Public Library.
10. Groups holding meetings must assume responsibility for any loss or damage to the Library property and must leave the facilities in order. Nothing may be hung on the walls of the meeting rooms.
11. Each group is responsible for setting up the room (including arranging tables and chairs, etc) in the way it prefers. Tables and chairs must be returned to the arrangement that was present when the group arrived.
12. The Library is not responsible for materials, supplies or equipment owned by the group and used by them in the Library.
13. Only light refreshments may be served in the meeting rooms. A coffee urn is available for use. No other utensils (cups plates silverware, napkins etc) are provided and must be supplied by the user group. Use of kitchen facilities must be requested when the room is reserved. Groups serving refreshments must clean and wash all library appliances, remove all leftover food and drink, and empty all trash in the dumpster.
14. Reservations must be made in advance for the use of all Library audiovisual equipment and must be operated by a qualified person.
15. The Library telephones and fax machine are not available for public use. Library staff is not responsible for relaying messages to individuals in the meeting spaces.
16. The Library Trustees reserve the right to refuse the use of the library meeting spaces or cancel any reservation when they deem the action to be in the best interest of the Library and/or Town.
17. Library meeting spaces may not be available for use in the event the building is closed due to emergency conditions or inclement weather.
18. Use of the meeting spaces by any group in no way constitutes endorsement of that group's policies or activities by the Library.

Adopted May 23, 2001
Rutland Library Trustees