

**Application for Meeting Room Use
(Form to be filled out in its entirety)**

Meeting/Function Date: _____ Hours: _____ to _____

Application Date: _____

Name of Organization: _____

Meeting Purpose or Function: _____

Room Requested: Conference Room (20 person limit) _____

Meeting Room (90 person Limit) _____

Number of people expected to attend: _____

Refreshments to be served: Yes _____ No _____

Equipment Desired:

TV/VCR _____ Overhead Projector _____

Screen _____ Slide Projector _____

Name of Person Making Applications: _____

Mailing Address: _____

Telephone: Day: _____ Evening: _____

By signing this application, I acknowledge that I have read the Library's Meeting Room Policy and agree on behalf of my organization to comply with all Library Rules. I agree that our group will return the meeting room to the condition in which we found it (this includes table and chairs back to their original storage area).

Signature of Applicant: _____

Staff Person Taking Application: _____

Date Received: _____

Approved by: _____

Date of Approval: _____

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 citizens of Rutland. For profit organizations will not be allowed. There are only two meeting rooms available for group usage - these are the Blair Room and the Calkins Room, both located on the lower level.

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. This person must see that all library rules are followed.
2. Reservations for use of a meeting room must be made on the Library's application form and submitted in person to the Library staff. Applications 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 that outside use will not interfere with Library series, no reservation will be accepted more than 60 days prior to a scheduled event. Library related events take priority in scheduling. The Library Trustees reserve the right to cancel reservations because of potential conflict with Library related functions. The Trustees reserve the right to collect a security deposit if it is deemed appropriate. Deposits will be returned after the function. Trustees reserve the right to keep the deposit if damage occurs or if the room is left in an untidy manner.
3. In order to allow availability to all acceptable organizations, use of the meeting rooms by groups other than Town Boards will not be regularly scheduled at the same time for multiple weeks (i.e. every Friday for 8 weeks in a row). Groups may reserve the space for the same time in a subsequent week, but no sooner than 7 days in advance.
4. Due to possible overflow or parking constraints, the Library Trustees reserve the right to not allow more than one meeting to occur at the same time.
5. Verbal or written cancellation of a meeting room reservation is required in advance. Failure to notify the library of a cancellation of a meeting room reservation may result in denial of future requests made by the organization.
6. 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 the Library operations.
7. 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.
8. Group activities must not exceed the maximum capacity for the meeting rooms. The Blair Room (large meeting room) has a capacity of 90 people. The Calkins Room (Small conference room) has a capacity of 25 people.
9. Groups that are using the rooms when the Library is closed must sign out a key for the lower level door at the Library Circulation Desk on the day of the meeting. (or on the last available day that the Library is open). Keys must be returned the following day or the next available day the Library is open, whichever comes first. Keys must be signed back in when returning. Keys should not be left in the book return box. If a group does not return a key promptly, any future reservations request by the organization may not be allowed. Groups that lose a key understand they may be required to pay for lock replacement.

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10. No group may charge an admission fee to any event held at the Library without specific permission from the Library Trustees.
11. All meetings must be open to the public. Private events by invitation only are not permitted.
12. No smoking or alcoholic beverages are allowed in the building or on the grounds of the Rutland Public Library.
13. Groups using the facilities must assume responsibility for any loss or damage to Library property and must leave the facilities in proper order. Nothing may be hung on the walls of the meeting rooms or lobby area.
14. Each group is responsible for setting up the meeting room (including arranging chairs and tables etc.) for each event. Tables and chairs should be placed in the original location after use.
15. The Library is not responsible for materials, supplies or equipment owned by others and used in the Library.
16. Only light refreshments may be served in the rooms or lobby (generally drinks and snacks - no meals). A coffee urn is available for use. No other utensils (cups, plates, silverware, etc.) are provided and must be supplied by the user group. Use of kitchen facility must be requested when the room is reserved. Reservation of the Blair Room does not guarantee access to the kitchen facility in the Calkins Room. Groups serving refreshments must clean the kitchen area; remove all leftover food\drinks and empty trash into to trash dumpster.
17. Reservations must be made in advance for use of all Library audio visual equipment. Groups must supply a qualified person to operate equipment.
18. The Library telephone and fax machines are not available for public use. Library staff is not responsible for relaying messages to individuals using the meeting space.
19. The Library Trustees reserve the right to refuse the use of the Library meeting spaces or cancel any reservation, when the Trustees deem the action to be in the best interest the Library and\or Town.
20. Library meeting spaces may not be available for use due to emergency conditions or inclement weather.
21. Use of the meeting spaces by any group in no way constitutes endorsement of that group's policies or activities by the Library, its Staff, and Board of Trustees.

Adopted by Rutland Library Trustees
May 23, 2001
Amended by vote of the Library Board or Trustees
January 26, 2004