**Rutland Free 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. Only non-profit groups are permitted to use meeting rooms and all meetings must be open to the public.

There are two meeting rooms available for use:

* The Blair Room (bigger room) - accommodates 90 people maximum
* The Calkins Room (smaller room) - accommodates 25 people maximum

Library-related events that may include the use of a meeting room take precedence over other requests. The use of meeting space must not interfere with Library operations, including excessive noise. The Library reserves the right to refuse or deny the use of any meeting space to any group for any reason.

The Library neither endorses nor advocates a group’s policies or activities.

Donations to the Library for use of meeting room space is welcome but not required.

***Any group that wishes to use a meeting room space but abide by the following rules:***

***Reserving the Space***

1. An adult member of a group requesting meeting room space must complete the application form [link] and return it to a Library staff member in person.
2. Meeting room space must be reserved for no more than 60 (sixty) days and no less than 48 (forty-eight) hours in advance of the event.
3. Verbal or written cancellation of a meeting room reservation is required in advance as soon as possible. Failure to notify the Library of a cancellation of a meeting room reservation may result in the denial of future requests made by the requesting organization.
4. With the exception of Town Boards, groups may not schedule recurring meetings for the same time each week. Non-Town Board groups must inquire if a subsequent week is available during their current meeting and must complete a new meeting request form. Town Board meeting groups must still complete the meeting room request for the week(s) that they will be meeting.

***Using the Space***

1. During regular Library hours, meeting attendees must park in the rear of the building.
2. Groups that use meeting room spaces when the Library is closed must sign out a lower level door key from the Library Circulation Desk on the day of the meeting (or on the last available day that the Library is open before the meeting.) The key must be returned and signed in on the following day or the next available day that the Library is open, whichever comes first. **Do NOT leave keys in the book return box.** Failure to return a key promptly may result in that group’s loss of future meeting room access. Groups that lose a key will be required to pay for lock replacement.
3. Groups assume responsibility for any loss or damage to the Library property and must leave the rooms and used facilities in working order. All furniture and materials used must be placed in their original locations after use. Rooms and facilities that are deemed overly messy and require additional and/or excessive cleaning may result in that group’s loss of future meeting room access.
4. Use of the kitchen facility must be requested when the room is reserved. A coffee urn is available for use. No other utensils are provided and must be supplied by the group. Only light refreshments may be served in the rooms and/or lower lobby. Reservation of the Blair Room (bigger room) does not guarantee access to the kitchen facility in the Calkins Room (smaller room).