

## Meeting Room Policy

The Rutland Free Library offers the Nella Grimm Fox Room for community use when it is not scheduled for library activities. The library also has a small meeting room on the second floor that can accommodate 10 persons around a table. The Meeting Rooms are used primarily to promote the library's informational, educational, and cultural programs and generally will not be available to groups on a regularly scheduled basis.

In order to accommodate the large number of groups requesting the Fox Room, the library calendar is open for reservations on a first come first serve basis. A room may be reserved up to 3 months in advance.

Reservation requests can be made by submitting a Meeting Room Request Form either in person, online, or by contacting the Assistant Director.

Requesting a room be reserved does not guarantee that the room will be available for the date and time requested. A library staff person will contact the person making the request to confirm the reservation.

## Usage Policies for Groups Reserving a Meeting Room

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. -From the American Library Association's Library Bill of Rights.

The Fox Room may be reserved for use at no charge to groups when the library is open, though we encourage donations. All events held during library hours must be open to the public and no admission fee may be charged except to cover the actual costs of materials or supplies used during the meeting or workshop. When the library is open, no products or services, other than to directly benefit the library, may be advertised, solicited or sold in the Fox Room.

The Fox Room will be available to any one group only once per month and not on a consecutively scheduled basis. The exception to this is Fridays. On Fridays the Fox Room may be scheduled as often as weekly and consecutive dates can be reserved.

On rare occasion the Fox Room may be reserved for use when the library is closed, subject to staff availability. During these hours, the following charges apply:

- Non-profit organizations: \$30 per hour
- Others: \$60 per hour

The provision of meeting rooms for public use does not constitute RFL endorsement of the beliefs or ideas expressed by organizations or individuals using the space.

## Regulations

Groups are responsible for setting up the room in advance of the meeting. The following equipment is available:

- Assistance with setting up technology
- chalk/corkboard
- chairs (100)
- cords available (VGA, extension cords, power cords, HDMI cord)
- DVD player
- easel
- folding tables (ten large 6' and one 7')( three small: 20" x 4')
- "Google Hangout" (large monitor and internet connected computer)
- lapel microphone
- LCD projector for connecting to a laptop and/or DVD player
- movie screen (6'x7')
- opaque projector
- overhead projector
- piano
- podium
- podium light
- podium microphone
- theater lighting
- utility cart

Groups are asked to deposit trash in the receptacles provided, take away everything else they brought in. Tables and chairs should be left for the custodian to move.

Groups are required to leave the meeting room fifteen minutes before the posted library closing time unless other arrangements have been made.

Refreshments are permitted. Alcohol and tobacco products are prohibited in the building.

Groups are asked to complete a Tally Sheet to report actual number of attendees and return to the library circulation desk or staff present when you leave. Tally sheets are located in the Fox Room, to the right of the door.

Groups may not move the piano. Groups wanting the piano moved to another part of the room are requested to let the library staff know upon reserving the Fox Room.

Repeated cancellations or not fulfilling your reservation will jeopardize the group's ability to schedule the room for future events.

Damage to, or soiling of, library property must be reported and is subject to possible repair costs and/ or cleaning costs.

The library reserves the right to refuse future use to any group that does not abide by any of the above regulations.