



Aldrich Public Library

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www.aldrichpubliclibrary.org

Meeting Room Policy

Approved By: Aldrich Public Library Board of Trustees

Adopted: October 2019

Last Revised: August 2026

Review Schedule: August 2029

Introduction

The Aldrich Public Library has several meeting rooms available for library and community use. Use of the Library's Meeting Rooms does not constitute endorsement by the Aldrich Public Library Board of Trustees or Staff. The Aldrich Public Library does not promote or advertise on the library website or social media for outside events. All flyer requests are subject to the *Bulletin Board Policy* terms. Promotional or publicity materials must not be worded in such a way as to imply Library endorsement.

The Aldrich Public Library Meeting Rooms are open to groups for activities related to education, culture, charity, advocacy, civic engagement, religion, or politics. However, the Library prioritizes the safety and wellbeing of staff and patrons above all and does not tolerate groups that harass or disrupt others in the Library, including both staff and patrons. The Board of Trustees designates the Library Director and Assistant Director as responsible for establishing Meeting Room Rules and Procedures and for determining when an individual or group is in violation of these documents.

General Provisions:

Priority will be given first to the library for internal events, or to library partners for partnered events.

If a group or individual is dissatisfied with a decision pertaining to a Meeting Room reservation request, an appeal can be made to the Board of Trustees which will provide a decision within thirty (30) after the next scheduled Board of Trustees meeting.

A group or individual using a Meeting Room for any purpose must abide by the Aldrich Public Library Meeting Room Rules at all times. These Rules apply to all Meeting Rooms and all reservations.

Aldrich Public Library Meeting Room(s) Rules:

Meeting Room Users must follow these Meeting Room Rules and all steps to sign up for the Room in advance and must comply with all requirements. Failure to comply as outlined below may prohibit further use of the Room by the individual and/or group responsible.

1. The *Aldrich Public Library General Code of Conduct* must be upheld at all times. Failure to do so is determined by the Aldrich library Director and/or Deputy Director. Their decisions are final.
2. The use of alcohol, tobacco products, or any other controlled substance is strictly prohibited. If any such products are found in the Meeting Room, the group using the space will be asked to leave immediately.
3. The meeting space and included equipment (see *Meeting Room Reservation Procedure*) must be left as it was found. Your group will be responsible for any loss or damage costs that occurs during your reservation.

Meeting Room Procedures

Meeting Room Reservation and Use

In an effort to promote community in the library and bring resources to the community, the library makes these rooms available to the community under the following conditions:

Scheduling

- Application for use of the Milne Community Room and/or Library Conference Room for formal events must be made using the prepared application form at least 5 days in advance of the event date.
- Applications must be limited to 3 months in advance
- Applications may be submitted through Microsoft form or using a paper form
- Applications must be returned to the Circulation Librarian. It is the responsibility of the Circulation Librarian to submit applications to the Library Director and Assistant Director in advance of the event for final approval
- Meeting Rooms may have walk-in availability, but availability is at the discretion of Library staff and Meeting Room users are strongly encouraged to sign up in advance
- Youth under 18 using the Room must have a responsible adult to sign the registration form.
- A fee will be assessed at the time of reservation and is due once the reservation is confirmed.
- The fee schedule for Meeting Room reservation is as follows:
 - Events that are free and open to all are free
 - Events open to all with a fee for participating in the event OR are free to participants but not open to all: \$20 per 4-hour block with additional hours prorated at \$5/hour
 - Events that are closed to the general public and have a fee for participating: \$50 per 4-hour block

Meeting Room use before or after regularly scheduled library hours is at the discretion of the Library and is subject to a usage fee of \$25/hour.

Using the space

Calendar/Social Media Accounts:

- The Library maintains a calendar and social media accounts for its own programs
- Events using the Meeting Room will not be included automatically on these outlets

Equipment/Furniture

- The spaces are equipped with various technology/equipment
- Technology can be set up before an event *when requested with advanced notice*
- Groups are encouraged to visit the space beforehand and familiarize themselves with the available devices
- Furniture including tables, chairs, and a podium will be available to all groups using the Library meeting spaces
- Groups are responsible for setting up the room based on their own needs
- Groups must request additional permission before using kitchen spaces or piano

Help may be available as needed and as is possible. Guests should come prepared to use their reserved space and their devices without support.

The Library staff do their best to provide tidy and clean bathrooms. We ask that individuals and groups using the meeting rooms do their best to maintain the space, including the bathrooms, in a clean and tidy manner.

At the conclusion of the event:

- Furniture is restored to storage areas
- Used spaces must be cleaned
- Trash must be collected and removed to bins

Before final exit, library personnel must be notified of the conclusion of the event and will confirm that the space is appropriately cleaned, trash removed, and any equipment or furniture is returned properly.