



# POLICY MANUAL

135 Main St. Montpelier, VT

## Meeting Room Use Policy

Effective Date: October 21, 2020

### I. POLICY OVERVIEW/DESCRIPTION

The Kellogg-Hubbard Library offers use of its meeting rooms and other identified spaces by community groups and individuals for non-commercial, non-profit use, pursuant to its mission to foster life-long learning and enrich the lives of our community members with free and equal access to information.

The Kellogg-Hubbard Library has 2 meeting rooms available for public use during the Library's open hours; the East Montpelier room, and the Hayes room. These rooms are available with the following limitations:

- The East Montpelier Room has a 50-person maximum.
- The Hayes Room has a 75-person maximum.
- At least 3 people must be expected to attend in order to reserve a meeting room.

Other spaces within the library may occasionally be used for special events with the advance written approval of library administrators, as long as such use does not infringe upon the regular operating hours and use of the building as a library. Use of any library space is subject to the same policies and procedures governing regular meeting room use. Special or unusual uses may be subject to additional fees.

### II. GENERAL RULES

The Kellogg-Hubbard Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Reservations are on a first come, first served basis. Reservations are generally not accepted more than six weeks in advance of a meeting. To ensure access for all members of the community, the Library generally will not allow regular weekly meetings by a single group or individual for an extended period.

The contact person for a meeting room must give a valid name (and any preferred iterations thereof) and valid contact information. Contact information will be available to the public upon request. No group or individual may assign its reservation to another group or individual.

Groups using the rooms may not charge for admission or request donations, nor may they sell or raffle goods or services. With advance permission of Library administrators, meeting organizers may charge a fee to cover the cost of materials.

Rental fees are on a sliding scale, based on the group's budget.

Reservations must include set-up and clean-up times by the group.

Light refreshments may be served in the meeting rooms. The Library does not provide supplies for refreshments. No alcoholic beverages are permitted without the approval of library administrators and the group must provide confirmation of appropriate licensing and insurance.

No provision can be made for the storage of equipment and supplies to be used by anyone using the meeting rooms.

Special arrangements must be made in advance to use the Library's audio-visual equipment (minimum 7 days).

The Library does not have parking facilities for those attending a meeting.

### **III. RESTRICTIONS**

The Library does not assume any responsibility or liability for loss, damage or injury to any person or property occurring as a result of the activities of any person using the meeting rooms. The party scheduling the meeting room shall be responsible for any injury to any participant and for any damage caused by any participant to the Library or other person.

Use of the meeting rooms does not constitute Library endorsement of the viewpoints expressed by participants in the programs. Publicity for an event that is not sponsored by the Kellogg-Hubbard Library must not be worded in a manner that would imply Library sponsorship of the group's activities.

The name, address, and/or telephone number of the Library must not be used as the official address or headquarters of an organization.

All participants are required to follow all Library rules or policies and to engage in no illegal activity on Library grounds. Library staff may ask any individual to leave the premises for any failure to abide by this policy. Library administrators or their designees have the power to

terminate any meeting or event disruptive to Library operations or incompatible with Library uses.

In the event that a group or individual is dissatisfied with an administrative decision pertaining to meeting room or other library use, an appeal can be made to the Executive Committee of the Board of Trustees.

#### IV. RELATED DOCUMENTS

Library administrators are authorized to set procedures for use of Library meeting rooms and spaces, including sliding-scale fees. Groups and individuals using Library spaces must refer to, and abide by the supplementary documents below.

1. KHL Meeting Rooms Reservation Form
2. Information for Groups using KHL Meeting Space
3. Using Hayes Room A/V Equipment
4. INSTRUCTIONS FOR GROUPS USING THE HAYES ROOM.
5. INSTRUCTIONS FOR GROUPS USING THE EAST MONTPELIER ROOM
6. Using Hayes Room A/V Equipment

#### V. REVISION HISTORY

This policy supersedes any Library policies and practices in existence prior to its effective date.

Date	Revision #	Modification
2020-10-21	1.0	Policy written and approved by the KHL Board of Trustees.