



BROOKS MEMORIAL LIBRARY

brookslibraryvt.org

224 Main Street, Brattleboro, VT 05301

MEETING ROOM REGULATIONS AND APPLICATION FORM

1. Occupancy of not more than 40 adults and children.
2. Meetings may only be held during Library hours. There is no access before the Library opens.
3. Meetings must be **free and open to the public.**¹ Meetings should be publicly oriented, informative, and educational. Admission charges or donations are not permitted.
4. Social gatherings are not allowed. No one group can monopolize the meeting room to the exclusion of any other group.
5. Meetings and contact person's information will be listed on the Library's on-line event calendar by Library staff. **Organization or contact person is responsible for publicizing the program in the local media.** A completed and approved application must be filed with the Librarian one week before the meeting date.
6. Groups using the Meeting Room are responsible for any material or equipment brought into the Library. The Librarian should be notified of such material when the application is prepared.
7. Kitchenette use is allowed for the preparation of light refreshments. Food and beverages may be served only in the Meeting Room. Clean up of the kitchenette is the responsibility of the group using the facility. The Library must be reimbursed for broken or damaged equipment.
8. Groups may rearrange tables and chairs in the Meeting Room, but the room must be returned to its original set-up before the group leaves.
9. Multimedia equipment (LCD projector and associated equipment) is available for use in the Meeting Room at no cost. Arrangements must be made in advance with the Children's Room staff for training on the multimedia equipment.
10. Smoking and alcoholic beverages are not permitted in the Library.

I HAVE READ THE ABOVE FORM AND UNDERSTAND THE CONTENTS

DATE _____

SIGNATURE OF CONTACT PERSON

Brooks Memorial Library and its Board of Trustees endorse the Library Bill of Rights and offer its services to all groups and individuals regardless of beliefs or affiliations.

The Librarian and his/her appointed representative reserve the right to refer to the Board of Trustees decisions regarding meetings or exhibits which have serious consequences for the Library. Individuals or groups denied access have the right to appeal to the Library Trustees. Said Trustees will meet with the group within two weeks of appeal.

Approved by _____ Entered in MR Book _____ Date _____
(Library staff member subject to review by Library Director)

¹ Under the Videoconferencing grant terms of agreement, private sessions may be reserved as long as the space is available.

MEETING ROOM APPLICATION FORM

PROGRAM TITLE _____

PROGRAM DESCRIPTION _____

PROGRAM DAY & DATE _____

ACCESS TIME _____ START TIME _____ END TIME _____

NAME OF ORGANIZATION _____

ADDRESS _____

PHONE _____ E-MAIL _____

CONTACT PERSON _____

ADDRESS _____

PHONE _____ E-MAIL _____

MULTIMEDIA EQUIPMENT USE: YES _____ NO _____

CIRCLE: DVD or Laptop *-Training Required*

JANUARY _____

JULY _____

FEBRUARY _____

AUGUST _____

MARCH _____

SEPTEMBER _____

APRIL _____

OCTOBER _____

MAY _____

NOVEMBER _____

JUNE _____

DECEMBER _____

SIGNATURE OF CONTACT PERSON _____ DATE _____

(Both sides of form MUST be signed.)