

**MEETING ROOM APPLICATION FORM**

**PROGRAM TITLE** \_\_\_\_\_

**PROGRAM DESCRIPTION** \_\_\_\_\_  
\_\_\_\_\_

**PROGRAM DAY & DATE** \_\_\_\_\_

**ROOM ACCESS BEGINNING AT** \_\_\_\_\_ **(NO ACCESS BEFORE 10:00 AM)**

**MEETING START TIME** \_\_\_\_\_ **MEETING END TIME** \_\_\_\_\_

**NAME OF ORGANIZATION** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

**MULTIMEDIA EQUIPMENT (DIGITAL PROJECTOR) USE:** YES \_\_\_\_\_ NO \_\_\_\_\_

**CIRCLE:** DVD or Laptop *-Training Required- You MUST bring your own laptop.  
You are responsible for contacting the Children's Room at least one week prior to  
your event to schedule your training.*

JANUARY \_\_\_\_\_

JULY \_\_\_\_\_

FEBRUARY \_\_\_\_\_

AUGUST \_\_\_\_\_

MARCH \_\_\_\_\_

SEPTEMBER \_\_\_\_\_

APRIL \_\_\_\_\_

OCTOBER \_\_\_\_\_

MAY \_\_\_\_\_

NOVEMBER \_\_\_\_\_

JUNE \_\_\_\_\_

DECEMBER \_\_\_\_\_

**SIGNATURE OF CONTACT PERSON** \_\_\_\_\_ **DATE** \_\_\_\_\_

(Both sides of form MUST be signed.)

**Staff use: Date & Initial- MR book** \_\_\_\_\_ **form accepted** \_\_\_\_\_ **Joomla** \_\_\_\_\_



# BROOKS MEMORIAL LIBRARY

brookslibraryvt.org

224 Main Street, Brattleboro, VT 05301

## MEETING ROOM REGULATIONS AND APPLICATION FORM

1. Occupancy of not more than 42 adults and children.
2. Meetings may only be held during Library hours. There is no access before the Library opens at 10:00 am.
3. Meetings must be **free and open to the public.**<sup>1</sup> 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 and social 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)

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