

Burlington Public Library Policies

Meeting Room Use

The Burlington Public Library provides a variety of meeting room options in its role as a community gathering place.

The primary purpose of the three large meeting rooms is for library events. When not in use for library events, these rooms can be reserved in advance by nonprofit and for-profit organizations on a first-come, first-served basis. Library sponsored activities have first priority. If the scheduled room is needed for library purposes, the library reserves the right to work with a group to reschedule or reassign. These rooms are not available for private parties, such as birthdays or baby showers.

The primary purpose of the study and small group rooms is for private study, tutoring, and small group meetings. Individuals can reserve these rooms in advance on a first-come, first served basis. When available, walk-in requests are welcomed.

Meeting rooms will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use (see the Library Bill of Rights). Use of meeting rooms in no way implies library endorsement of ideas expressed in the meetings or of the aims and goals of the organizations. Organizations may not advertise the use of the library facility in any way that implies sponsorship by the library other than to indicate the name and address.

Sales of products, admission fees, and solicitations for funds or for future sales (other than organizational dues or materials cost) are not permitted unless associated with library-sponsored events. Use of meeting rooms can be denied if the intended use presents a danger of riot, disorder, or other immediate threat to public safety, peace, or order.

The user is responsible for setting up the meeting room and leaving it in good order, and is financially responsible for any damage to or loss of library property. No lit candles or open flames are allowed. No materials of any type may be attached to the walls or doors without permission. Storage of equipment or materials is not allowed without permission. The individual named as the contact person on the reservation form will be held responsible for all charges.

The three larger rooms are equipped with a projection screen, folding tables, chairs, counter, small refrigerator, and a sink. Smaller rooms have fixed seating arrangements. Other equipment may be available for check-out at the Customer Service desk.

Arrangements for meetings to start before or end after library hours must be approved by the Library Director in advance.

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