



Meeting Room Use Policy

The Burlington Public Library provides a variety of meeting room options in its role as a community gathering place for informational, cultural, and educational purposes to promote lifelong learning.

Meeting Rooms A and B and The Create Space

The primary purpose of the large meeting rooms is for Library events. When not in use for Library events, these rooms can be reserved by members of the public on a first-come, first-served basis.

Meeting rooms A&B are equipped with a ceiling mount projection screen and projector, wireless Internet access, dry erase board, folding tables, chairs, counter, and a sink.

Because the Create Space has cooking and other special equipment, there must be an adult (an individual over eighteen years of age) present during use.

Library-sponsored activities have priority for meeting room use. 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.

Study and Small Group Rooms

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

These rooms have fixed seating arrangements.

All Rooms

Meeting rooms will be made available regardless of the beliefs or affiliations of individuals or groups requesting their use (see the Library Bill of Rights Article 6). The Library will not approve or disapprove of the use of a meeting room because of the content of the meeting. Use of meeting rooms in no way implies Library, Library staff, or City of Burlington

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.

These public meeting rooms may not be used for private gain. Individuals, groups, and for-profit organizations may not use Library meeting rooms for commercial purposes, including, but not limited to promoting or selling products or to solicit patron information, funds or future sales, or for gambling. Rooms may not be used for gambling. Admission or fees may not be charged prior to or during the use of the rooms. The library reserves the right to allow sales conducted by the Friends of the Burlington Public Library, Burlington Public Library Foundation, the library itself, or the City of Burlington.

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 Library's Conduct Policy, which includes food and beverage use information, applies to meeting room use. Use of the Library's meeting rooms cannot disturb the normal operations of the Library.

Activities and signage related to a function in a meeting room must stay in the room. Reservation of a meeting room does not include use of the library lobby for the group's function.

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. All furniture and equipment must be returned to their original locations. 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. Groups will be charged for damage or extraordinary room clean up that results from use (minimum charge of \$25). The individual named as the contact person on the reservation will be held responsible for all charges.

There is no fee for the use of the library meeting rooms. Donations are encouraged and will be used for maintaining and improving the meeting rooms.

Equipment may be available for check-out at the Customer Service desk on a first-come first-serve basis when not otherwise being used by Library staff.

The library is not responsible for any accident, injury, loss or damage to private property incurred by groups or individuals while using the meeting rooms.

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

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