Meeting Room Policy

The meeting rooms are available to individuals or organizations for meetings of:

- A civic nature
- A cultural nature
- An educational nature
- Business or commercial organizations that exist primarily for profit to share information without promotion of any related goods or services
- Small study groups and meetings of a confidential nature may be accommodated at the discretion of the Director
- In the absence of the Director, for educational study groups of 3 or more students, a one-time exception for the use of Meeting Room 4 may be made at the discretion of the Reference Desk staff. The study groups must vacate the meeting room 30 minutes prior to the library’s closing or the beginning time of a previously booked reservation. Students must submit the required forms at the time of use, in addition to Reservation Request Forms for any subsequent use of the meeting rooms

The rooms are **not** available for:

- Purely social gatherings
- Promotion or sale of products and services by private individuals, organizations, or commercial enterprises
- Classes for profit
- Presentation of only one side of a controversial issue
- Political campaigning
- Rehearsals, auditions, classes of a physical nature (yoga, exercise, etc.) that are better served at their related settings (music hall, gym, etc.)

Meetings:

- Meetings must be open to the public
- No admission fee may be charged, no collection taken and no products or services sold on the library premises. The exception shall be for the conducting of fundraising activities that directly benefit the library and for which approval is required
- Meetings must end and rooms must be vacated 15 minutes before closing
- Storage of personal property, equipment, and/or supplies of users is not permitted
- Advertising and public notices of events held in the meeting rooms must clearly designate the organizational sponsorship
- The library, and its Trustees, in no way endorse any particular group or individual using the meeting rooms
Priority in scheduling of meeting rooms will be given to:
- Library programs (including Friends groups, library staff meetings, Board of Trustee meetings and library-sponsored programs held in concert with community partners)
- Burlington organizations whose primary goal is the ultimate benefit of the community
- Other organizations whose primary goal is the ultimate benefit of the community

If a conflict in scheduling arises, the library reserves the right to assign a group to another suitable room, or to cancel the meeting but only if no satisfactory arrangements can be made.

Groups or individuals wishing to use a meeting room are required to submit a Preliminary Application Form to the office of the Library Director. Use will be dependent upon availability and best utilization of the facility, and must be within the regulations provided by this policy. Any group found to be in violation of these regulations may be denied future access to the library meeting rooms.

The Meeting Room Policy applies to the Fogelberg Rooms, McIntire Room, and Meeting Room 4. This policy does not apply to the Miles Historical Room, which is reserved solely for the use of materials within the library’s Local History Collection.

Note: There are small study rooms which accommodate one to three people, available on a walk-in basis.

The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy as deemed necessary.
BOARD OF TRUSTEES (Meeting Room Policy)  

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Reviewed July 11, 2019