



65 Westminster Street * Bellows Falls, VT * Phone: 802.463.4270

Meeting Room Regulations and Application Form

1. Occupancy is a maximum of 88 people.
2. Meeting rooms may be reserved for use at no charge to groups when the Library is open, though we encourage donations. Meetings may begin no earlier than 10AM; set-up is not allowed before Library opens. Meetings should conclude 30 minutes before closing: by 6:30PM, Monday through Wednesday; by 5:00 PM Thursday and Friday, and by 1:30 on Saturday. Meetings held outside of regular Library hours are subject to staff availability, and are subject to a \$20 per hour fee.
3. The Rockingham Free Public Library has first priority for use of the meeting room.
4. Meetings must be free and open to the public. All publicity must include the statement: "This event is free and open to the public." Admission charges or required donations are not permitted.
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.
6. A completed and approved application must be filed with the Librarian at least one week before the meeting date.
7. 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.
8. Each group is responsible for setting up the room, for returning furniture to its original place, for clean-up and removal of trash from the Library, and completely vacating the room 30 minutes prior to closing. Light refreshments are permitted.
9. Multimedia equipment (videoconferencing, LCD projector, and associated equipment) and other equipment are available for use in the Meeting Room free of charge. Arrangements and training must be made in advance with Library staff.
10. Public events in the library must abide by U.S. copyright law and regulations. The Library is not responsible for any copyright violations by non-library groups.
11. An adult of at least 21 years of age must be present at all times when the rooms are being used by youth under 18 years of age.
12. The Library reserves the right to move meeting locations as necessary.
13. The Library reserves the right to revoke meeting room privileges at any time.
14. Meeting rooms, even when scheduled in advance, will not be available when the Library building is closed due to emergency conditions or inclement weather.
15. Smoking is not permitted in the Library.
16. Groups are prohibited from making statements in their publicity or signage that suggest Library sponsorship or endorsement.

17. With the exception of the Library Board of Trustees and the Friends of the Library, no group may use the Library's address as its official address.
18. The person who signs the Reservation Form assumes responsibility for any personal injury or property damage resulting from their use of the room, and for payment of any resulting claims.
19. The person who signs the Reservation Form is the only person who may change or cancel a reservation.
20. A group that fails to comply with these regulations may be denied further use of the meeting rooms.
21. If the fire alarm is activated or Library staff asks your group to evacuate the room and building for any reason, you are required to comply.

**MEETING ROOM RESERVATION AND
CONTACT INFORMATION**

To submit this form:

Mail: 65 Westminster Street * Bellows Falls, VT 05101

Fax: 802.463.1566

Email: youthservices@rockinghamlibrary.org

Hours of operation & directions to library can be found online: <http://rockinghamlibrary.org>

PROGRAM TITLE _____
PROGRAM DESCRIPTION _____

PLEASE SPECIFY WHICH ROOM YOU WOULD LIKE TO RESERVE: *(Circle one)* TOP FLOOR MEETING ROOM YOUTH DEPT PROGRAM ROOM
PROGRAM DAY & DATE _____ START TIME _____
ACCESS TIME _____ END TIME _____

NAME OF ORGANIZATION _____
ADDRESS _____
PHONE _____ E-MAIL _____

CONTACT PERSON _____
ADDRESS _____
PHONE _____ E-MAIL _____

Circle Equipment Needed:

Podium Easel Whiteboard Microphone Speakers Screen LCD Projector Videoconferencing
of Tables _____ # of Chairs _____

A Library staff member will contact you to arrange training in advance of your program.

I HAVE READ THE ABOVE FORM AND UNDERSTAND THE CONTENTS

SIGNATURE OF CONTACT PERSON DATE _____

Rockingham Free Public 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 reserves the right to refer to the Board of Trustees decisions regarding meetings or exhibits which may 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 one month of appeal.

To be filled out by staff:

Approved by _____ Date _____

Entered onto physical and online calendar by _____ Date _____