

# Public use of facilities

## Ilsley Public Library

Providing meeting spaces for individual and group uses is an important component of the library's services. This use supports the mission of Ilsley Public Library in providing the community with information resources and serving as a community center.

The library currently offers three meeting space facilities:

1. the Jessica Swift community meeting room
2. two conference rooms on the second floor, and
3. the main lobby

Meeting spaces are available to any community group regardless of its political, religious, or social views.

The library reserves the right to re-schedule a group after it has made a reservation due to special circumstances.

A variety of audio-visual equipment is available for use. If a group wishes to use any of this equipment, the group is asked to make arrangements when reserving the room:

- a. LCD projector to display DVDs or internet
- b. cable television via the LCD ceiling projector
- c. slide projector
- d. overhead projector
- e. white board
- f. lapel microphone system with ceiling speakers
- g. cassette/CD player

Smoking is not allowed anywhere in the building.

Groups may not leave materials in the building with the intent of storing them for future meetings.

### **1. Jessica Swift Community Meeting Room**

a. Priority of use will be:

- 1) programs sponsored by the library and Friends of Ilsley Public Library
- 2) programs sponsored by the town
- 3) educational and cultural programming
- 4) non-profit groups
- 5) business and for-profit groups

b. Large groups will be given precedence over small groups (i.e. a group of 30 persons as compared to a group of 5 or so). Small groups are invited to use the library's conference rooms.

Groups which are locally sponsored will have precedence over groups which are not.

c. Businesses and other for-profit groups are welcome to use the meeting room under the following special conditions:

- 1) Staff meetings and other internal gatherings of a semi-private nature are permitted.

- 2) If a business or for-profit group wishes to sponsor a program for the public and the program is free to all, there will be no fee for the use of the meeting room.
- 3) If a business or for-profit group wishes to sponsor a program for the public and wishes to charge an admission or registration fee, *a fee of \$20.00/hour* will be charged for the use of the meeting room.
- 4) Public programs of businesses or not-for-profit organizations shall be of an educational, cultural, or entertainment nature.  
The programs shall not focus on the sale of products or services.

The library is authorized to sell items, such as the used book sales of the Friends of Ilseley Public Library or the sale of a speaker's book or tape.

- d. No group may reserve the meeting room for more than one use per month. Exceptions may be made by the library director.
- e. The meeting room is available year round, seven days a week.
- f. Each group will be loaned a key to the outside door of the meeting room. A representative of the group who is at least 18 years of age, must sign a statement acknowledging receipt and responsibility for the key.

The door from the meeting room into the stairwell may be opened when the library is open.

- g. The meeting room must be left in the same condition in which it was found. Tables and chairs should be returned to their original places.
- h. Food may be served in the meeting room. Alcoholic beverages may not be consumed in the building.

If the kitchen is used, it must be cleaned and all utensils, appliances, and dishes must be washed and put away. If food of any kind is served, all remaining food must be taken from the building and the floor should be vacuumed to remove all crumbs. Trash should be put in the wastebaskets.

- i. Upon finishing, the group must lock the outside door and leave the key either on the kitchen counter or on the window ledge. All windows must be securely shut and locked upon leaving.

**A FINE OF \$10 A DAY WILL BE CHARGED UNTIL THE KEY IS RETURNED TO THE LIBRARY.**

**THE GROUP USING THE MEETING ROOM IS RESPONSIBLE FOR ANY OR ALL LOSSES INCURRED BY THE LIBRARY AS A RESULT OF LEAVING THE BUILDING UNLOCKED.**

## **2. Conference rooms**

- a. Two conference rooms are located on the second floor. The one with a door seats four persons and the room without a door can seat up to six persons.
- b. These are limited use spaces. No food is permitted in these rooms. Keys are not required.
- c. Groups are invited to meet informally in other locations as well, for example in the adult fiction area or in the youth services area, as long as normal library activities are not disrupted.

**3. Main lobby**

- a. Portions of the building, including the main lobby of the library, are available for public use when the library is closed with the approval of the board of trustees. To obtain the approval of the board, the group must request this space in time for the board to consider it.
- b. The board’s decision will be based on an assessment of safety and security of the library and its contents and the degree of responsibility of the applicant(s).
- b. A fee may be charged in order to pay one or more staff members to be present and insure that the building and contents are properly secured.
- c. Rules governing the use of the community meeting room apply.

***The Agreement Statement below must be signed by each group  
and returned to the Library before using space.***

Cut and return the signed Agreement Statement below to the Library.

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**Agreement Statement**

On behalf of the group \_\_\_\_\_, I, and the group, agree to the rules of Ilsley Public Library’s Public Use of Facilities policy and we will not violate the conditions set forth in the policy.

Signed \_\_\_\_\_

For (group) \_\_\_\_\_

Date \_\_\_\_\_

Send to: [info@ilsleypubliclibrary.org](mailto:info@ilsleypubliclibrary.org) or Ilsley Public Library, 75 Main Street, Middlebury, VT 05753

\_\_\_\_\_  
Date received by Library

\_\_\_\_\_  
Staff member

Public Use of Facilities

Isley Public Library Board of Trustees

Adopted May 4, 1999

Revised November 2008

July 5, 2012 (revised by Library Director)