

Groups Using Kellogg-Hubbard Library Meeting Space

We are happy to provide you with a meeting space, providing that no fee is charged or donation requested of meeting participants. We hope that you understand that additional services cannot be provided due to our small staff and the limitations of our budget. Limitations on the use of library meeting space are as follows:

Alcohol: The serving of alcohol is not permitted except with special written permission of the Director or her designee.

Audio-Visual Equipment

- 5 The only a/v equipment we can provide is a 13" TV/VCR. If you need to borrow this equipment for use you must pick up the equipment you need and return it to the main circulation desk when your meeting is finished. It cannot be delivered to your room or picked up when the meeting is over. Please bring extension cords if you need them for a/v equipment. Users are responsible for any damages to or loss of library equipment.
- 6 We cannot assist with the operation of any a/v equipment, lacking both staff and expertise.

Telecommunications

- 7 There is no public telephone in the library. Consider bringing a cell phone with you should you need to make a call. There are no phone extensions in the meeting rooms, nor can we host conference calls.
- 8 There are no data ports in our meeting rooms for Internet access. If you need this service, consider renting space from one of the local colleges or from the Capitol Plaza Hotel and Conference Center.

Photocopying

- 9 Photocopying is self-service. Our self-service copier is 15 cents per copy. Both Mailboxes and Minuteman Press in Montpelier have lower rates and more efficient copying facilities for large quantities.

Clean-Up of Rooms

- 10 If your group is eating in a meeting room, please be sure to clean up afterward. Bring trash bags with you. *If you leave behind large amounts of trash, kindly use the dumpster in the enclosed area behind the library in order to ready the room for the next group. Please take any recycling with you.*
- 11 After the meeting is finished, you must return the chairs and tables to their original position and ensure that the area is clean for the next group.

Library policy requires us to charge your group a fee if the room is not left in the condition in which it was found.