

## Kellogg Hubbard Library Meeting Rooms Policy and Contract

The meeting rooms of the Kellogg Hubbard Library are an important component of The Library's services. They are available to any community group, regardless of that group's political, religious or social views, subject to the following:

- 1) Library programs have priority for use of the rooms.
- 2) All meetings must be scheduled in advance with the Library. Children's programs have priority for the A. Douglas Hayes Room. When not in use for children's services, the room may be booked for other groups.
- 3) No group may schedule meetings for more than three months in advance. No person or group may charge an attendance fee for meetings or workshops held in the Library. Charges to cover costs of materials may be levied only with advance permission of the Library administration. No goods or services may be sold or raffled. Financial donations to any cause, however worthy, cannot be solicited in the Library.
- 4) Users of the room are responsible for publicizing their own programs. **Advertising must include the name and phone number of the presenter.** Independent programs cannot be presented as library-sponsored programs.
- 5) The Library will charge a room rental fee for meeting rooms. The fee must be paid before the group uses the space. Checks may be sent or dropped off to the attention of Jessie Lynn, Administrative Officer. The fee schedule is shown below:

### Hayes Room

Organization's Annual Budget	Base Fee*	Additional Hour
\$0 -49,999	No fee	\$5.00
\$50,000-249,999	\$25.00	\$10.00
\$250,000-499,999	\$35.00	\$12.50
Over \$500,000	\$50.00	\$15.00

### East Montpelier Room

Organization's Annual Budget	Base Fee*	Additional Hour
\$0-49,999	No fee	\$5.00
\$50,000-249,000	\$20.00	\$7.50
\$250,000-499,999	\$30.00	\$10.00
Over \$500,000	\$40.00	\$12.50

\*Base fee is for 2 hour rental

6) The meeting rooms must be left in the same condition in which they were found. Any extra tables or chairs set up or rearranged should be returned to their original places. If kitchen facilities were used they should be cleaned and utensils put away. Trash should be removed.

7) No smoking is allowed in any part of the Library or on the grounds.

8) Children under 16 must be under adult supervision when using the rooms. **There will be a minimum charge of \$10.00 if the room is not left in its original condition. The person or group using the meeting room will be held responsible for any damages or losses incurred by the Library as a result of the use of the room. The Library reserves the room privileges to groups who violate Library policies.**

The signing of this policy constitutes an agreement by the undersigned to adhere to this policy and to ensure that no member of the group violates the rules set forth.

Name of Group: \_\_\_\_\_

Fee enclosed: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date(s) and time(s) of use: \_\_\_\_\_

Room assigned: \_\_\_\_\_

Signed (Please sign and print your name): \_\_\_\_\_

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**Please fill out completely and return to:  
Kellogg-Hubbard Library  
Attention: Jessie Lynn  
135 Main Street  
Montpelier, VT 05602**