

Information for Groups Using Kellogg-Hubbard Library Meeting Space

We are happy to provide your group with a meeting space, providing that no fee is charged or donation requested of meeting participants. We hope you understand that additional services cannot be provided due to our small staff and budget limitations.

Alcohol

The serving of alcohol is not permitted except with special written permission of Library Administrators.

Audio-Visual Equipment

The Hayes room has a wall mounted TV with an HDMI connection, a ceiling mounted LCD projector with screen and wall-mounted speakers with a wired microphone. The East Montpelier room has a screen, cart-mounted projector, and single amplified speaker. If you need to use this equipment, you must arrange with library staff prior to the event or meeting. Users are responsible for any damages to or loss of library equipment. We cannot assist with last minute requests for the operation of any a/v equipment.

Bookings

We cannot make reservations for meetings of fewer than three individuals or more than 75 in the Hayes Room or 50 in the East Montpelier Room. We can accommodate private meetings but cannot accommodate private *parties* of any kind. Walk-in use is permissible as long as the room is not already reserved, and you check in at the main desk. No group or individual may assign its reservation to another group or individual.

Photocopying

Photocopying is self-service and costs 15 cents per copy. Capitol Copy has more efficient copying facilities for large quantities.

Set-Up and Clean-Up of Rooms

Make sure your room booking includes time for setting up your event, as well as cleaning up afterwards. Early admittance to meeting rooms is generally not permitted. Library staff are not available to help with set-up or break-down of non-library events and programs and you are responsible for leaving the room in the condition you found it. If your meeting is expected to produce large amounts of trash, kindly bring trash bags with you and use the dumpster in the enclosed area behind the library to dispose of it. Please take any recycling with you. Return the chairs and tables to their original position and ensure that the area is clean for the next group.

Telecommunications

There is no public telephone in the library. Internet access is wireless only, and available throughout the building.