

Bennington Free Library

Meeting Room Policy

The Library is a smoke free, alcohol free, and drug free building.

The meeting rooms of the Library are available at a reduced rate to any non-profit group producing a #501(c)3 or other non-profit statement for the purpose of education information, or recreation. The Library does appreciate additional donations for use of a room.

For-profit groups and individuals may use available space at a competitive rental rate. The fee schedule is based on length of meeting and room size (see attached). For a continuous series of scheduled meeting, rate will be determined based on frequency of use. All groups and individuals desiring to use the kitchen facilities will incur an additional \$5.00 charge. All fees are payable in advance.

Any group or individual wishing to use the meeting rooms should fill out the usage request form, agreeing to abide by library regulations. It must also be understood that library programs and meetings for non-profit organizations take precedence and the Library reserves the right to cancel or relocate a meeting up to 30 days in advance of the meeting date. This form will be kept on file and shall be renewed annually.

Use of the meeting rooms after Library hours: Any group or individual wishing to use the meeting rooms outside of normal hours must send a representative during the library hours to collect keys and receive instructions concerning lock-up procedures.

The Library will not be responsible for any materials or equipment left in the building by users. Should any group or individual's proposed use of the meeting rooms give rise to a question of safety to library property, personnel, or general public, the Director shall be consulted before approval is given for the use of the rooms.

Permission to use the library facilities neither constitutes nor implies an endorsement of the user or the user's beliefs by the library staff or the Board of Directors.

Revised and Approved 1996
Revised and Approved 5/16/07
Revised and Approved 6/21/2011

Bennington Free Library

Meeting Room Rates

FOR-PROFIT: GROUP, INDIVIDUALS, STATE AND FEDERAL GOVERNMENT AGENCIES AND POLITICAL ORGANIZATIONS.

Medium Rooms are the *Banknorth Conference Room* and the *Wills Insurance Conference Room* and hold a maximum of 40 individuals.

Medium rooms are available 9:00 a.m. to Noon; Noon to 3:00 p.m., or evening session at \$20.00 per session.

Full day rate (more than 3 hours) is \$30.00.

Large room is *The Rotary Room* and holds a maximum of 100 people. No activity with dancing or jumping is allowed.

Large room is available from 9:00 a.m. to Noon; Noon to 3:00 p.m., or evening session for \$50.00.

Full day rate (more than 3 hours) is \$100.00.

NOT-FOR PROFIT GROUPS - 501(C)3 - OR PROOF OF NON-PROFIT STATUS IS REQUIRED.

\$10.00 per session

KITCHEN USE (for all groups).....\$5.00

For a continuous series of scheduled meetings, rates will be based on frequency of use.

Approved 05/16/2007

Revised and Approved 6/21/2011

Bennington Free Library
Application for Meeting Room Use

Name of Organization _____

Circle one: For Profit Not for Profit

Date and Purpose of Meeting _____

Type of Activity: Speaker _____ Exhibit _____ Film _____ Hearing _____

Discussion _____ Organizational _____ Other _____

Name of Person Making Application: _____

Applicant's Position in Group _____

Applicant's Mailing Address _____

Applicant's Day Phone: _____ Evening Phone _____

President of Group _____

Mailing Address _____

Day Phone _____ Evening Phone _____

Emergency Contact: (Can NOT be either applicant nor President)

Name _____ Day Phone _____ Evening _____

Probable Number in Attendance _____ Will refreshments be served? _____

Kitchen Use: All groups \$5.00

Not-for-Profit groups: \$10.00

Rental Fee for For-Profit groups is based on room size.

The individual signing this application and the organization represented assume and bear full responsibility for loss of, injury or damage to, any property of the Library caused by the using organization.

If the meeting room is used after normal library hours, the organization is responsible for properly locking the library building, and turning off all lights and appliances. The using organization shall leave the meeting room and any other facilities used in clean and orderly condition.

* * *

On behalf of my organization, I assume responsibility for assuring the above conditions are met during our use and agree to abide by all applicable library rules and regulations. I acknowledge receipt of the Library's Meeting Room Policy and fee schedule, and agree to abide by them.

Signed: _____ Date: _____

Rev. 5/93

Re-Approved 1996

Revised 5/07

Revised and Approved 6/21/2011