

Hartland Public Library Community Room Request Form

Please call 802-436-2473 or email director@hartlandlibraryvt.org to check for room eligibility and availability before returning this form.

Name of Organization: _____

Title of the Program: _____

Date(s) Requested: _____ Hours from: _____ to: _____

Expected Attendance (occupancy limit is 50): _____

Tables: _____

Chairs: _____

Notes: _____

For AV Supply and Usage, please fill out the Community Meeting Room Equipment Request Form

I, the undersigned, have read the Meeting Room policy and accept the responsibilities stated therein.

Applicant's Signature: _____ Date: _____

Applicant's Name (please print): _____

Address: _____

Phone: _____

Email: _____

To be completed by the Library Director:

Meeting confirmed and scheduled: _____ Date: _____

Policies for Use of the Meeting Room:

- All events must be free and open to the public.
- Room capacity is 42 with tables and chairs and 50 with no tables or chairs.
- No alcohol, drugs, or smoking is permitted in the building.
- Non-library groups are not permitted to do fundraising or to charge admission for events.
- Space is not available for social or commercial purposes. If a commercial entity offers free informational programs, they may not contain inducements to buy.
- Groups are responsible for setting up the room in advance of the meeting. The following equipment is available: folding tables, chairs, projection screen, lectern, large screen TV, Keurig Coffee Machine, and plastic table cloths.
- Groups are responsible for cleaning, stacking chairs, vacuuming, and trash disposal. The applicant is responsible for any damage done to the library facilities or equipment.
- If use of the Meeting Room takes place during a time when the library is closed, arrangements must be made in advance for a door code.
- Public events in the Meeting Room must abide by U.S. copyright law and regulations. The library is not responsible for any copyright violations by non-library groups.
- A donation for Meeting Room usage is always appreciated.