



## **Bent Northrop Memorial Library Facility Use Policy**

The Bent Northrop Memorial Library (BNML) offers use of its Community Room and other identified spaces to community groups and individuals for non-commercial, non-profit use, pursuant to its mission to foster life-long learning and enrich the lives of our community members with free and equal access to information. The Library's facilities are open "to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities" and "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use" as per the American Library Association's *Library Bill of Rights*.

Use of spaces does not constitute Library endorsement of the viewpoints expressed by participants in the programs. Publicity for an event that is not sponsored by BNML must not be worded in a manner that would imply Library sponsorship of the group's activities.

Use of Library space requires adherence to the Library's [Patron Behavior Policy](#) and [Computer Use Policy](#). The Library has an obligation to both protect the safety of Library users and to ensure that all users can freely access and enjoy the Library's services. Free and unimpeded access to the Library building is a necessary precondition for meeting this obligation. Library staff have the power to terminate any meeting or event disruptive to Library operations or incompatible with Library uses.

The Library does not assume any responsibility or liability for loss, damage, or injury to any person or property occurring as a result of the activities of any person using meeting spaces.

In the event that a group or individual is dissatisfied with an administrative decision pertaining to Library use, an appeal may be made to the BNML Board of Trustees.

### **Guidelines:**

The Community Room and the Vermont Room are the primary spaces available to community members for reservation. Library sponsored events take precedence in regard to space availability. Other spaces within the Library may occasionally be used for special events with advance approval of the Library Director, as long as such use

does not infringe upon the regular operating hours and use of the building as a library. Special or unusual uses may be subject to additional fees.

Room use is free of charge. Reservations are on a first come, first served basis, and must be scheduled with the Library Director by filling out and signing the attached reservation form. Preference may be given to residents of Fairfield, VT. Reservations should include set-up and clean-up time. Use of rooms should end 15 minutes prior to Library closing unless prior permission has been granted.

The Library reserves the right to place limitations on frequency of use. To ensure access for all members of the community, the Library generally will not allow regular weekly/monthly meetings by a single group or individual for an extended period.

Groups using Library spaces may not charge for admission or request donations, nor may they sell or raffle goods or services. With advance permission of the Library Director, meeting organizers may charge a fee to cover the cost of materials.

Use of alcohol, tobacco, vaping products, illicit substances, cannabis, incense, candles, and other open flames is prohibited. Service of alcoholic beverages may be allowed with prior approval and confirmation of appropriate licensing and insurance.

## **Spaces:**

### Community Room:

The Community Room is the primary meeting space at BNML. It has six 24"x 60" rectangular tables that can be joined or split to accommodate up to 12 people for a class or workshop or removed to seat up to 30 people as a lecture space. There is an attached handicapped accessible bathroom and kitchen.

The Community Room is the only space in the Library where refreshments are permitted. The Library does not provide supplies for refreshments. Guests are expected to clean all surfaces, put all food and equipment away, restore furniture to its original configuration, and remove trash upon leaving.

There is a wall mounted screen (television/monitor) available for presentations and to enable video conferencing. By prior request, staff can assist in the use of BNML's Meeting Owl Pro, which is an all-in-one, 360° camera, microphone, and speaker system which works with all popular video conference platforms.

The Community Room can be entered by a separate outside entrance on the west side of the building. There is a locking door that closes off the rest of the Library so that the room can be used after hours on rare occasions and with prior arrangement and approval. Additional use fees may apply.

Vermont Room:

The purpose of this small room is to enjoy the nonfiction Vermont Collection or use the adjustable standing desk for individual projects, video calls, or small meetings of up to 3 people during Library hours. Use is by reservation or by first come, first served basis when not reserved.

Children, Adult, and Young Adult Collection Space:

To be used for Library purposes only. No food or drink is allowed in these collection spaces.

Sun Room:

This room is to be used for browsing magazines and newspapers, reading a book, or generally enjoying the southern exposure. This room also provides access to the patio. This reading space is unavailable for reservations of any kind.

Hay Loft:

This space is intended for small, quiet group meetings and recreation. Since noise carries from the loft, it is not intended for larger group discussions. It is an ideal space for projects, informal small meetings, study sessions, puzzles, and quiet games. There are three tables located in the loft with a variety of chairs. This room is accessible only by stairs. No food and drink is allowed. The space can be reserved by a community member for use during open hours at the discretion of the Library Director.

Whole Facility:

Available upon formal request to the Library Director. Additional custodial and use fees may apply.

Storage Room and Basement:

These rooms contain only Library related materials and supplies accessible to Library staff, Friends, and volunteers only.

## **Other facility uses:**

### Displays:

Community projects and displays may be exhibited after review by the Library Director and/or BNML Board of Trustees. See [BNML's Exhibit Policy](#).

With permission from the Librarian on duty, posters, brochures, and/or fliers announcing events, supplying information, or advertising ticket sales to benefit civic and/or community organizations may be displayed in the community information area, on the community bulletin board, or in the vestibule.

### Fundraising and Solicitation:

Solicitation, peddling, and other interactions in pursuit of selling goods or services are prohibited in the Library. The Library encourages fundraising efforts on behalf of the Library as formally authorized by the Board of Trustees. No other fundraising is permitted in the Library or on Library property at any time.

Adopted Aug 2008

Reviewed April 2011

Approved July 2011

Reviewed April 2016

Approved May 2016

Approved October 2019

Revised May 2023

Approved May 2023

## **Bent Northrop Memorial Library Trustees**

Signed copy on file at BNML

**Bent Northrop Memorial Library  
Facility Use Reservation Form**

Organization/Individual Name: \_\_\_\_\_

Space Requested: \_\_\_\_\_

Program/Purpose of Facility Use: \_\_\_\_\_

\_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Time: \_\_\_\_\_

Number attending: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Is use of audiovisual equipment needed? \_\_\_\_\_ No \_\_\_\_\_ Yes (please explain)

\_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

I have read and agree to abide by the Bent Northrop Memorial Library's Facility Use Policy:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_