

**Hartland Public Library Community Room Request Form**

Hartland Public Library, 153 US Route 5, Hartland, VT 05048

Please call 802-436-2473 or email [director@hartlandlibraryvt.org](mailto: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 of the Meeting Room is 50): \_\_\_\_\_

# Folding Tables: \_\_\_\_\_

# Chairs: \_\_\_\_\_

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

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

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name (please print): \_\_\_\_\_

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

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

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

**Policies for Use of the Meeting Room:**

- All events must be free and open to the public.
  - No alcohol 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, 50 chairs, projection screen, lectern, large screen TV, Keurig Coffee Machine, and plastic table cloths.
  - Groups are responsible for cleaning, including 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.
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***To Be Completed By The Library Director:***

Meeting confirmed and scheduled: \_\_\_\_\_ Date: \_\_\_\_\_