

Rutland Free Library Meeting Room Use Guidelines

The Rutland Free Library offers the Nella Grimm Fox room (capacity 160) and Small Meeting Room (capacity 10) for community use when they are not scheduled for library activities.

REQUESTING A ROOM

The library calendar is open for requests on a first-come, first-served basis. A room may be reserved up to three months in advance, and up to twice per month.

Reservation requests can be made by submitting a Meeting Room Request Form either in person or online, or by contacting the Assistant Director. Requests are typically replied to within three business days. If a reply is needed more quickly, please call the Assistant Director at 802-773-1860. Requesting a room does not guarantee that the room will be available for the date and time requested. The library reserves the right to refuse reservation requests. The reservation is final upon receipt of the confirmation email. Rooms are only occasionally available for same-day use requests.

A legal name and contact information is required for reservation. The person reserving the room is responsible for its use.

Rooms are available for up to 4 hours at a time during regular library hours. The rooms close 30 minutes before the library closes. Please factor in 30 minutes in advance of your event to set up and 30 minutes afterwards to clean up when requesting a time slot.

On rare occasions the rooms may be reserved for use when the library is closed, subject to staff availability. A rental fee of \$50.00 per hour will apply.

ROOM USE DURING LIBRARY OPEN HOURS:

Please upon arrival stop at the Main Desk for an Attendance Tally slip. These help us keep accurate use statistics. When leaving, please turn the Attendance Slip in to the Main Desk and let us know you are leaving so we can lock up.

Please deposit trash in the receptacles provided, and take away anything else brought in. Balloons, confetti, and other messy items are prohibited.

Drinks with lids and individually wrapped snacks are permitted for no charge; bigger food items require prior approval and are possible for a \$10 food fee to cover the time to more deeply clean the room afterwards. If you are serving more than water and pastries, please consider a donation of at least \$50 to cover the actual cost of clean-up, which typically includes vacuuming, spot cleaning, and trash disposal.

Repeated cancellations or not fulfilling your reservation will jeopardize the group's ability to schedule the room for future events.

Damage to, or soiling of, library property must be reported and is subject to possible repair costs and/ or cleaning costs.

The library reserves the right to refuse future use to any group that does not abide by any of the above regulations.

THE FOX ROOM

All events held during library hours must be free and open to the public. No products or services may be advertised, solicited or sold. There can be no expectation of privacy when in the Fox Room. Groups are responsible for setting up the room in advance of the meeting; afterwards, please clean up all but the chairs. Please leave all red chairs for staff to re-stack. Those chairs restack awkwardly, and can become a safety issue.

Maximum capacity is 160

Available amenities:

- Assistance with setting up technology is available; please ask beforehand.
- Chairs (100)
- Large screen and LCD projector with sound system for connecting to a laptop cords available (extension cords, power strips, HDMI cord, VGA, RCA, audio plugs; Mac users will need to bring their own dongles.)
- 7 folding tables (approx 6' x 2.5')
- Podium with microphone
- Handheld microphone
- Steinway grand piano (please ask about tuning if you are planning a performance)
- WiFi or ethernet connection (ethernet recommended for videoconferencing)

SMALL MEETING ROOM

A small room containing a large conference table with chairs. Events and meetings are not required to be open to the public; no products or services may be advertised, solicited or sold.

- Conference table seats 10
- Large screen tv with laptop connection ability
- Conference camera / mic available for videoconferencing use
- WiFi or ethernet connection (ethernet recommended for videoconferencing)

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