

Pierson Library Meeting Rooms Policy

Full time staff at the library schedule events for groups in spaces in the library and town hall, including:

Library

- community room and patio/garden (Capacity: 49 people or less)
- children's activity room (15 people or less)
- upper and lower conference rooms (12 people or less)

Town Hall

- main level (200 people or less standing, 100 people or less sitting)
- west side of lower level, including kitchen (20 people or less)

Priority for spaces in the library itself is for library-sponsored programs, and priority for spaces in town hall is for town and library programs. No uses will be allowed that conflict with the quiet enjoyment of other non-reserved space by the public.

The upper and lower library conference rooms are available only during regular hours of operation to the public of the library: other spaces are available from 8am until 10pm seven days a week, or outside of these hours with the approval of the library director.

An online calendar will be used to facilitate keeping track of bookings, and will be viewable by other town staff who schedule space in order to provide efficient customer service to members of the public.

After hours key control will continue to be provided by Police Dispatch. At events with requests for consumption of alcohol, the Library Director will follow Library/Town Policy.

Shelburne residents and businesses may reserve space for their private use at a resident rate and non-Shelburne residents and businesses at a non-resident rate as follows:

SPACE	Resident/Local Business	Non-Resident/Other Business
Community room	\$20/hour	\$30/hour
Children's activity room	\$15/hour	\$25/hour
Library conference room	\$10/hour	\$20/hour
Town hall, main level	\$30/hour	\$40/hour
Town hall, lower level w/kitchen	\$15/hour	\$25/hour

The following outside groups are exempt from fees for use of space: Town of Shelburne department and staff, board, commissions and committees; Town of Shelburne co-sponsored events; Shelburne Community School and CSSD activities; Social Service and community service groups; Non-profit groups which wholly or in part benefit Shelburne residents; and Shelburne condo and neighborhood associations. Uses by these groups is limited to one meeting every month, unless an exception is granted by the Library Director.

The library does not advocate or endorse the viewpoints of groups or events scheduled in meeting rooms and no publicity about a meeting or event should state or imply such endorsement.

A Meeting Room Application Form must be completed and submitted for approval by the Library Director prior to the use of the room.

Children's groups through age twelve must have one supervising adult for every ten children in attendance.

Kitchen facilities are available but groups must provide their own food and utensils. Smoking, e-cigarettes, and smokeless tobacco are not permitted anywhere in the Library. Groups are responsible for setting up the room in advance of meeting and restoring it and the kitchen to their original conditions at the conclusion of the event.

The individual who reserves a meeting room is responsible for any damages incurred to the room or equipment during the use of the space.