

## Pierson Library Meeting Rooms Policy

Library staff schedule events for groups in spaces in the library. We also schedule reservations for Town Hall and Town Hall lower level and help manage these spaces for the Town of Shelburne.

### Library

- Merrill Community Room and patio/garden (Capacity: 49 people or less)
- Activity Room (15 people or less)
- 2<sup>nd</sup> Floor 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 second floor Conference Room is available only during regular hours of operation to the public of the library: other spaces are available from 8:00am until 10:00pm 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 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 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:

Fee schedule (as of July 1, 2025):

<b>SPACE</b>	<b>Shelburne Resident/Business</b>	<b>Non-Resident Business</b>
Large Community Room	\$25/hour	\$35/hour
Activity Room w/sink	\$25/hour	\$35/hour
2 <sup>nd</sup> Floor Conference Room	\$15/hour	\$25/hour
Town Hall/Main Level	\$40/hour	\$50/hour
Town Hall/Lower-Level Meeting Space	\$20/hour	\$30/hour

The following outside groups are exempt from fees for use of library spaces (Merrill Community Room, Activity Room, and 2<sup>nd</sup> floor Conference Room): 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.

Fees exemptions for Town Hall and Town Hall lower-level fall under the Town's Facilities Use Policy.

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 in the Activity Room and Town Hall Lower-Level, 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 damage incurred to the room or equipment during the use of the space