



Brooks Memorial Library

224 Main Street, Brattleboro, Vermont 05301

802.254.5290 | www.brookslibraryvt.org

Terms and Conditions for Meeting Room A

1. Occupancy of not more than 42 adults and children.
2. Meetings may only be held during Library hours. There is no access before the Library opens.
3. All meetings must be free to attend. **Meetings held between 5pm-9pm on weekdays and any time on Saturdays must also be open to the public.**
4. Meetings should be **publicly oriented, informative, and educational**. Admission charges or donations are not permitted. Social gatherings are not allowed.
5. No one group can monopolize the meeting room to the exclusion of any other group.
6. Meetings and contact person's information will be listed on the Library's on-line event calendar by Library staff. Organization or contact person is responsible for publicizing the program in the local media. A completed and approved application must be filed with the Library one week before the meeting date.
7. Groups using the Meeting Room are responsible for any material or equipment brought into the Library. The Library should be notified of such material when the application is prepared.
8. Kitchenette use is allowed for the preparation of light refreshments. Food and beverages may be served only in the Meeting Room. Clean-up of the kitchenette is the responsibility of the group using the facility.
9. The Library must be reimbursed for broken or damaged equipment.
10. Groups may rearrange tables and chairs in the Meeting Room, but the room must be returned to its original set-up before the group leaves.
11. Multimedia equipment (LCD projector and associated equipment) is available for use in the Meeting Room at no cost. Arrangements must be made in advance for training on the multimedia equipment.
12. Smoking and alcoholic beverages are not permitted in the Library.

Brooks Memorial Library and its Board of Trustees endorse the Library Bill of Rights and offer its services to all groups and individuals regardless of beliefs or affiliations.

The Librarian and their appointed representative reserve the right to refer to the Board of Trustees decisions regarding meetings or exhibits which have serious consequences for the Library. Individuals or groups denied access have the right to appeal to the Library Trustees. Said Trustees will meet with the group within two weeks of appeal.

If you have any questions, please ask at the first floor Circulation Desk, or call us at (802) 254-5290, ext. 0.

Last updated 5/13/25