



Brooks Memorial Library

224 Main Street, Brattleboro, Vermont 05301

802.254.5290 | www.brookslibraryvt.org

Terms and Conditions for Meeting Rooms B & C

Visitors may reserve meeting rooms B & C for up to 2 hours per day and 6 hours per week during library open hours.

A library card is not required to use the meeting rooms.

Use of meeting rooms is free, but reservations are required.

Please observe the following rules:

- Leave the room in clean condition.
- You may rearrange tables and chairs, but the room must be returned to its original set-up by the end of the reservation time.
- Smoking, vaping, and alcoholic beverages are not permitted in the library.
- Admission charges or donations are not permitted and merchandise cannot be sold.
- If you do not arrive within 15 minutes of your reservation start time, your reservation may be given away to another person.
- Cancel your reservation if your plans change.

Room B has an occupancy limit of 14. Food and beverages are NOT allowed.

Room C has an occupancy limit of 10. Food and beverages are allowed.

Your booking may be rescheduled or moved to a different room in case of unforeseen circumstances or if the library must close unexpectedly. We will give you as much notice as possible if we need to change your booking.

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