



VTLIB Midstate Library Service Center Conference Room

Room Use Policy

Individuals and groups must follow the policies and procedures for booking and using VTLIB facilities. Individuals and groups that have not properly reserved a room or failed to follow room policies, jeopardize their access or use of the room.

Priority for room use is given to:

1. Department of Libraries, including the VT Board of Libraries and the VT Public Library Foundation;
2. Vermont library organizations or committees;
3. Outside groups who share mission and/or common goal with the Department of Libraries and/or have prior approval from the State Librarian.

The rooms are available on a “first come, first served” basis. VTLIB employees should book the room via Outlook in order to reserve the room. Outside individuals and groups will need a VTLIB employee to book the room for them and must fill out and sign a “Room Reservation Form”. This form must be returned within 2 business days of the initial room reservation. Otherwise, VTLIB cannot guarantee that the room will be available. Signed forms should go to VTLIB employee indicated at the top of the reservation form.

Conference Rooms may be used by eligible organizations from 8:00am-4:00pm Monday through Friday. (Other hours may be arranged if a VTLIB employee is present at the event or with approval from the State Librarian).

TERMS

- There will be no charge for the use of the room. VTLIB reserves the right to assess fees for damages or loss to the rooms or its contents. The contact person listed on the “Room Reservation Form” will be held responsible for any payment of damages.
- VTLIB assumes no responsibility for lost items, or items left behind. Groups and individuals are responsible for any equipment or materials provided or supplied by the group.
- Using walls, doors, or windows to affix items that may result in damage to surfaces or paint is not permitted.

- Tobacco and electronic cigarette use is not permitted in any State Office Buildings. All tobacco products should be used outside the buildings near the designated areas.
- VTLIB employees shall have access to these rooms at all times, including those times when the room is occupied by outside groups.
- Groups may serve food and beverages in the conference rooms but NOT in the computer training lab. Alcoholic beverages are not permitted at any time on state property. Groups may use the kitchen appliances but are required to bring their own paper goods. VTLIB provides waste and recycling receptacles and individuals are expected to use both accordingly.
- Individuals using the conference rooms are expected to clean up after themselves. All utensils, dishes and tables must be cleaned after use. Tables and chairs must return to their original locations. Windows must be closed, A/C must be turned off, and lights must be shut off.
- Projector, screen, computers, phone and videoconferencing equipment are available upon request with advanced notice. The request should be made on the "Room Reservation Form". Failure to request equipment in advance could result in unavailable equipment.
- Individuals/groups must notify VTLIB staff of any cancellation. VTLIB should be notified as soon as possible. Failure to do so could result in denied future requests to use VTLIB facilities.

PROCEDURE

Rooms are booked as follows:

1. *VTLIB employees (for all rooms):*

Use Outlook Calendar, create meeting, and invite conference room to event. All pertinent meeting information should be included in the Outlook meeting; subject of meeting, contact information; and duration of meeting.

2. *Outside organizations and individuals:*

MLSC Conference Room: Call Jennifer Hart at 802.828.3273

Note: Room reservations made by anyone other than a VTLIB employee requires a signed and approved reservation form. See VTLIB Room Reservation Form below.



VTLIB Midstate Conference Room Reservation Form

Please return form to: Jennifer Hart, 802.828.3109 (fax) or jennifer.hart@vermont.gov

Today's Date: _____

This form must be returned within 2 business days of the initial room reservation. Otherwise, the VTLIB cannot guarantee that the room will be available.

Date(s) and time(s) of reservation: _____

If meeting is after hours, the key must be picked up before 4:30pm.

Purpose of Room Use: _____

Group name: _____

Contact name: _____

Contact address: _____

Contact phone: _____

Contact email: _____

I have received a copy of the VTLIB Room Use Policy (check one):

Yes No

Check all that are applicable:

Use of kitchen area needed .

Equipment:

Projector Screen TV Monitor Videoconferencing equipment

Other (specify) _____ (we may or may not be able to accommodate)

VTLIB Approval:

Name _____

Signature _____ Date _____