MEETING ROOM POLICY

The Library Company of Burlington Meeting Room is located downstairs, and is used for library programs and library sponsored events. When library functions are not scheduled, the space is available to Burlington City and Township departments, group study meetings of an academic or educational nature, and local nonprofit community groups on a case by case basis with the following conditions:

- Organizations will be charged $25.00 per hour for room use.
- Organizations must include and submit to The Library Company of Burlington as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability no less than $500,000.
- Groups are responsible for setting up tables and chairs prior to the meeting. Groups are also responsible for clean-up after the meeting. There will be a $25.00 clean up fee if not left in original condition.
- **NO FOOD** will be permitted in the meeting room without prior request and permission.
- The meeting room must be vacated by 7:45PM. Monday through Friday and 2:45PM on Saturday. If your group is late leaving you will be charged the overtime fee for the staff.
- The library has the right to review all publicity distributed by the organization prior to the meeting.
- In the event of an unexpected library closing, those concerned will be notified. The library requests notification if the reserved space is not going to be used.
- The Meeting Room occupancy is 49.

The decision to open the meeting room to community groups will be scheduled at the discretion of the Library Director and the Library Board of Trustees, based on the number of library programs and library sponsored programs scheduled monthly.

*Organizations utilizing the meeting space are considered a public accommodation under the Americans with Disabilities Act (ADA) and therefore, responsibility for providing auxiliary aids and service in compliance with the ADA.*