



**The Pierson Library
5376 Shelburne Rd
Shelburne, VT 05482
(802) 985-5124**

**USE OF THE PIERSON LIBRARY CONFERENCE ROOM
BY OUTSIDE GROUPS**

The conference room of the Pierson Library is available for use by Shelburne residents. This room may be reserved for non-profit activities that must be free and show a clear relationship to the mission of the library. (The purpose of the Pierson Library is to provide citizens with access to the educational, cultural, recreational and research benefits of a free public library.) The room must not be used for the financial benefit of a private individual or commercial concern.

The library does not advocate or endorse the viewpoints of meetings or meeting room users. No publicity about the meeting should state or imply such endorsement.

Reservations of the Conference Room must be made in writing to the librarian at least one week in advance of the scheduled event. A group may not reserve the room more than one time every two months. Policy questions may be presented to the Board of Trustees at any time.

Because of limitations of space, groups larger than fifteen cannot be accommodated. Kitchen facilities are available, but groups must provide their own food and utensils. Alcohol and smoking are not allowed in the library. Groups are responsible for setting up the room in advance of the meeting and restoring it and the kitchen to their original conditions. No audio-visual equipment is available.

Children's groups through age twelve will need one supervising adult for every ten children in attendance.

The Conference Room is available only during the regular hours of operation to the public of the Pierson Library.

**The Pierson Library
Use of Conference Room**

APPLICATION FORM

Name of Organization: _____

Address: _____

Size of group: _____

Date Requested: _____ **Time Requested:** _____

Description of program or activity: _____

Person in charge of arrangements: _____

Mailing Address: _____

_____ **Conference Room Only**

_____ **Kitchen needed**

I have read the policy and agree to follow the guidelines listed in it.

Signature

Reservation Confirmed

Signature of Librarian