



# Free Meeting Rooms & Workspaces Terms of Use

## General Use Guidelines

Burlington Public Library provides free private work areas at three branches: Central, New Appleby, and Tansley Woods. Use of this space is subject to the following Terms of Use. By using BPL's meeting rooms and workspaces, you agree to comply with these guidelines.

- A valid Burlington Public Library card is required to make a booking. Staff may ask for your library card when you arrive for your booked time.
- The number of people in the space must not exceed the room capacity as listed in the online room description.
- You must leave the room once your time slot expires.
- Meeting rooms are not to be used for events (e.g. birthday parties), fee-based activities, or as lunchrooms. They can be used for the following purposes:
  - Small group or individual work and study sessions
  - Virtual meeting/interview
- Drinks or snacks must be in spill-proof containers; meals are not permitted in the space.
- Lights must be kept on at all times.
- BPL's [Customer Experience Standards](#) apply to all meeting room and workspace bookings.
- The room/workspace must be left in an orderly and clean condition. Any issues must be reported to library staff. A cleaning fee of \$21.00 will be charged if the space is left in a messy condition.
- By offering library meeting rooms and workspaces for booking by the public, BPL does not endorse or imply agreement with the ideas, policies, messages, or activities of any group or individual using the space.

## Reservations and Access

- Bookings must be made through the online booking system up to a week in advance.
- Bookings are available in 30-minute blocks, with a limit of 4 hours (240 minute) maximum per week. The week runs from Sunday to Saturday.
- There is no option to extend the weekly booking limit.



- When you arrive for your booking, please sign in with library staff. Staff may ask for your library card to confirm your booking.

## Cancellations

- Cancellations or changes to your booking can be made through the library's [Manage Your Room Reservations](#) site.
- Changes to a booking date, time, or location can only be made by cancelling the original booking and submitting a new request. Once a booking has started it cannot be cancelled.
- If you do not use the space during your booked time and do not cancel your booking it will be deducted from the weekly booking limit.
- Burlington Public Library reserves the right to cancel a meeting room/workspace booking if the client does not comply with the terms of use.
- Please notify the library if you are running late. If you haven't arrived within 15 minutes of your reservation time and haven't contacted us, your spot may be offered to another customer.