

## Reserving space at the Fairfax Community Library

The Fairfax Community Library has a variety of spaces available to the school and the public for meetings, tutoring, classes, programs, events, etc. The spaces can be reserved for times when the library is open or when it is not open, following the procedures below:

**To request use of a space during library open hours**, contact the library staff. First come first served. Availability dependent on library class and program schedules.

Phone: (802) 849-2420

Email: [fairfaxlibrarian@gmail.com](mailto:fairfaxlibrarian@gmail.com) or [jmercercer@fwsu.org](mailto:jmercercer@fwsu.org)

**To request use of a space during non-library hours**, contact Amy Plog in the high school office and fill out a Facilities Use Form.

Phone: (802) 849-6711

Email: [aplog@fwsu.org](mailto:aplog@fwsu.org)

Fairfax Meeting Room: Has one large table and 8 chairs. Holds a maximum of 10 people.

Rocking Chair area: Provides seating in a circle for up to 12.

Reference area: With digital projector and screen, tables and chairs for up to about 18 people.

Main open area of the library: Can be rearranged to accommodate larger gatherings of about 50 people with table and chairs or open space.

### Library hours

*School year hours:*

*M & W 8:30 - 5:30*

*T & TH 8:30 - 8:00*

*F 8:30 - 3:15*

*SAT 9:00 - 1:00*

*Summer hours:*

*M,W,F 10:00 - 5:30*

*T & TH 9:00 - 8:00*

*SAT 9:00 - 1:00*