



Adams Public Library

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Adams Public Library Library/Auditorium/Carriage House Use Policy

This policy outlines the circumstances under which groups or organizations may use the Library, its Auditorium and Carriage House and to provide guidance to employees responsible for scheduling and coordinating the use of the auditorium.

Priority use of the Library/Auditorium/Carriage House shall be as follows:

1. Library meetings, programs and events
2. Meetings of Town staff, boards, committees, or commissions
3. Agencies or officials of County, State, or Federal governments
4. Non- profit and civic organizations

TERMS OF USE:

The Library, Auditorium and Carriage House are available to civic, cultural, and educational organizations. They are available regardless of the beliefs and affiliations of their members. They will be available to all groups who have an open membership policy and do not discriminate on the basis of age, race, sex, national origin, sexual orientation, religion or physical disabilities.

Permission to use the Library, Auditorium, or Carriage House does not constitute endorsement of a group's philosophy or objectives by the Adams Public Library.

A completed application for use of the room must be on file 7 days prior to the date of planned use.

Groups requesting the use of the Library, Auditorium or Carriage House will designate on the request form a contact person who shall be its formal representative while the room is being

used. It is understood that inquiries concerning the meeting in question may be referred to the contact person.

Applicants may book the Library, Auditorium or Carriage House up to nine months in advance but no later than seven days before requested use.

The application must be completed and submitted by an individual, at least 21 years of age, who shall be personally responsible for the conduct of the meeting, adherence to regulations, the payment of any fees or charges and any damage to Library property.

The Library reserves the right to alter meeting arrangements if necessary with notification given to the applicant as soon as possible.

The Library, Auditorium and Carriage House should not be used in any way that interferes with the operation of the library or which threatens the safety of library patrons. Meeting room attendees must adhere to the library's Behavior Policy.

The Adams Public Library assumes no liability for organizations or their meeting attendees using the library facilities, or for theft or damage to vehicles or personal property while on the premises. The library is not responsible for equipment, clothing, or other items left on its premises at the close of a meeting.

Ongoing reservations for use of the Auditorium or Carriage House are available for the current calendar year.

Extended and exclusive use of the library's Auditorium or Carriage House for cultural and/or educational purposes, for example, a theatre engagement or art exhibit may be arranged under a separate agreement with the library director.

The Director, in consultation with the group's liaison, will determine the necessity of police presence. The group will cover any costs incurred by the use of police details.

In consideration of being granted permission to use the Library, Auditorium or Carriage House, the applicant agrees to release, indemnify and hold harmless the Adams Public Library, its Board, and all agents and employees of the Adams Public Library, hereinafter collectively referred to as the "Library" from any and all claims, causes of action, damage, liability and cost and expenses, including litigation costs and attorneys' fees, against or incurred by the "Library", and further agrees to waive and release any and all claims or causes of action of every kind and nature whatsoever, both in law and equity, whether known, unknown, foreseen, unforeseen, foreseeable or unforeseeable, which the undersigned, or anyone claiming through or against the undersigned, might have, including without limitation claims for personal injury, death, theft, or property damage resulting from, arising out of, or being in any way connected with the use of the above-described Library-owned property.

Groups may be asked to provide a Certificate of Insurance verifying they carry liability limits of at least \$1,000,000 each Occurrence/\$2,000,000 aggregate and have the Adams Public Library listed as additional insured.

All publicity shall carry the name of the organization sponsoring the program. Adams Public Library shall not be identified or implied as a sponsor without the consent of both the Library Director and the Board of Directors. All press releases & flyers bearing the library name must be sent to the library for approval prior to release.

Light refreshments are limited and require permission.

If alcoholic beverages are served, the organization must get the correct permits from the City of Central Falls and must be provided to the library 7 days in advance of the event. All events serving alcohol must be approved by both the Director and Board of Directors.

Applicant is responsible for set up of the room and shall leave the room in good order.

Room capacity, as determined by the fire marshal, will be observed at all times.

No smoking is allowed on Library property. No open flame is permitted at any time.

The taping of materials to the walls, doors and windows is not allowed.

The group or association is responsible for the security, safety and behavior of the group. Children must be supervised by group members and pick up of children must be monitored by the group.

Groups composed of minors must provide adequate adult supervision.

The applicant will be responsible for any damage to the room, furniture or equipment, and will agree to pay for said damages as assessed by the Library Board within thirty (30) days of notification.

The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. Library staff will have free access to the Library, Auditorium or Carriage house at all times.

Fees may be charged for staff coverage to oversee and monitor the event.

There is no charge for use of the Library, Auditorium or Carriage House by non-profit groups.

Other for profit groups/ businesses/ individuals will be charged a minimum \$50.00 fee for up to three hours. Checks must be made payable to the "Adams Public Library". Reservations will be cancelled if payment is not received within 14 days of confirmation.

A security deposit may be required for some events. For events with a required security deposit, a staff person paid by the hosting organization will be required to be present at the event and the staff person and the organization's main contact will need to inspect the premises at the end of the event to determine if everything is left in working order and whether the security deposit will be returned.

The Library reserves the right to waive fees.

At any time the Adams Public Library or it's designated management personnel or governing Board of Directors can prohibit any event from taking place within its facilities if it feels the event may cause harm to Adams Public Library facilities or personnel.

Version Control.

Version	Date	Approved By	Comments
1.0	July 12, 2017	Board of Directors	First Version