

WAYNE LIBRARY ASSOCIATION FACILITIES USE POLICY

Purpose

This policy provides a structure for offering equitable access to the Wayne Library Association (WLA) meeting, program and exhibit spaces while protecting the library's physical plant and fiscal integrity.

Priorities

Subject to the discretion of the Board of Trustees, the use of WLA meeting, program and exhibit spaces shall be prioritized as follows: 1. library use; 2. use by nonprofit educational, cultural, civic or social organizations; 3. use by other individuals and groups.

General Guidelines

Requests for use of meeting, program or exhibit spaces must be submitted in writing to the Librarian or Agent* on the application form prescribed by the Board of Trustees. The Librarian or Agent shall review requests to use meeting space and approve or deny the use of space on consultation with the Board of Trustees as needed.

Meetings in the Cary Memorial Library building generally should be held during the hours that the library is open. Exceptions shall be at the discretion of the Librarian and/or the Board of Trustees.

The application for use must designate a "responsible person" who shall be the contact person with the Librarian or Agent, and shall oversee set up, maintenance and clean-up, and return of any keys provided by the library to user. Users shall be responsible for any and all damage or loss that occurs as a result of the use of facilities including but not limited to failure to properly secure the building. The phone number, home address and email address of the responsible person shall be provided on the Facilities Use Application. The Librarian, Agent, or the user may require an inspection before or after an event.

Smoking inside or outside on library property, tobacco use, or open flame are prohibited.

Serving and consumption of alcohol requires prior approval of the WLA Board and appropriate permits, licenses and insurance.

Advertising and Publicity

Advertising and publicity must include a contact phone number for the group and/or individual responsible for the program and must not include the Library's phone number. Permission to use the facilities does not constitute WLA endorsement of the beliefs or ideas expressed by organizations or individuals using the space, or sponsorship of any program or event at the facility. The WLA may require the disclaimer to be included in advertising and publicity.

Advance copies of advertising and press releases are required.

INSURANCE

The WLA may require an applicant group to supply a certificate of insurance, from an insurer licensed to do business in Maine, in such amount and in such form as the WLA may deem appropriate, naming

the WLA as an additional insured, and covering damage to the library building, grounds, and collection, and injury to persons occasioned by the event.

FACILITIES USE APPLICATION

MEETING and EXHIBIT SPACE DESCRIPTION

Cary Memorial Library Lower Level: this is a large space which can accommodate about 50 people. Moveable bookcases can be rearranged to suit the user with permission from the Librarian. Tables and folding chairs are available. A coffee pot and microwave are available for light refreshments. Handicap Accessible.

Williams Property Meeting Room: This is a space which accommodates about 30 people. 3x6 foot tables and folding chairs are available for use. Handicap Accessible.

Additional space at the Williams Property--the entire ground floor may be used for exhibit or meeting and program space. There is a full kitchen which may be used for functions involving food and beverages. Users shall follow all posted kitchen rules, checklist and cleanup requirements.

Space requested _____

Name of Organization _____

Name of Person Making Reservation _____

Address _____ Phone _____

Type of Group ___ Non-profit ___ Civic ___ Business ___ Municipal ___ School

Type of Function _____

Date Needed _____

Time From _____ to _____ (include set-up and clean-up time)

You must confirm the availability of the space by phone before submitting the form.

Number of people expected _____

AUDIOVISUAL EQUIPMENT

An Epson digital projector may be reserved for use during the event. Groups using video tapes and DVDs must not violate copyright laws and may not use any media labeled for home use. Public performance rights must be obtained for media to be viewed by groups in the library. Users must provide their own lap top computer. The use of pornographic materials are strictly prohibited.

Equipment needed _____

ALCOHOLIC BEVERAGES

Proper licenses, insurance and permits are the responsibility of the user. Anyone consuming alcohol does so with the understanding that he or she is solely responsible for the amount consumed, and does so at his or her own risk. Underage drinking is not allowed.

Will Alcohol be used? _____

FEES

Fees will be assessed based on purpose of the program, type of organization, number of people expected, and duration of the event at the discretion of the Librarian or Agent. This is a private library operating on generous donations. We work very hard to maintain our facility. A profit making function should benefit the library at some level. Charges will be determined as a set fee and/or a percent of sales based on mutual agreement between parties involved.

Agreed Fee _____

INSURANCE REQUIREMENT Y/N

Person Who Will Pick Up Key _____

I have read the Facilities Use Policy and assume responsibility for compliance with the rules. By signing the application for use all users shall agree to hold the WLA, its board of directors, employees and agents harmless from and to indemnify them against all costs, damages, losses, claims, and expenses incurred, directly or indirectly, as a result of such group's use of facilities.

Signature _____ Date _____

Librarian/Agent approval is required before the application is confirmed.

Application Approval and Date _____

Fee:

Payment Received _____
Date Amount Check # Name on Check

Person Accepting Key _____