

The Alice Curtis Desmond and Hamilton Fish Library
Program Room Application Form and Contract

FAX-645-424-
4061

Name of organization: _____

President of organization: _____ Phone: _____

Name of person making application: _____

Address: _____ Phone: _____

Alternate contact person: _____ Phone: _____

Date (s) of meeting/program: _____

Hours to be used: From: _____ To: _____
(please list precise times of opening and closing including setup and clean up)

Time meeting begins: _____

Purpose of meeting: _____

Speaker: _____ Topic: _____

Audiovisual equipment requested: (list) _____

Approximate number of persons expected to attend: _____

Will a donation be requested? _____

I have read and agree to abide by the Library Program Room Policy and the Safety and Security procedures that accompany this application.

I shall be personally responsible for any damage to the Library and its contents.

I will schedule an appointment with the Library Director to review the above guidelines and have any questions answered pertaining to lighting, ventilation, location of stacked chairs, tables, etc.

I will also contact the Library Director one to two weeks in advance of meeting date to re-confirm the use of the room and to review hours of opening and closing.

Signed: _____ Date: _____

(Applicant)

Approved: _____ Date: _____

(Library Director)

(A copy of the signed contract will be mailed to applicant)

Fee paid: _____ Date: _____

POLICY FOR THE USE OF THE ALICE CURTIS DESMOND AND HAMILTON FISH
LIBRARY PROGRAM ROOM

The Main Floor of the Library shall be for the uses and purposes of providing Library Services under the direction of the Library Director. The Program Room shall be used for auxiliary services such as the staging of events, programs, receptions, and art shows that mirror the mission statement of Library and the guidelines for the use of the Program Room and Gallery as adopted by the Executive Committee of the Board of Trustees. (Resolution of the Library Board - xw/yz/96)

DESCRIPTION OF SPACE:

The Program Room measures 2500 square feet and seats 100 persons: it features a stage and indirect and track lighting. Gallery walls as well as structural walls measure 230 linear feet. A full size kitchen, two bathrooms, and a coat rack are adjacent to the Room. There is a separate entrance, with separate security system.

GENERAL GUIDELINES:

This space is available for use by individuals and established non-profit organizations as a community meeting space as well as a concert and exhibition space. Use of the space must be for a purpose consistent with the Library's mission statement. Events must be open to the public, and be free of charge. Individuals using the space may be engaged in a for profit business.

The Program Room is available for fundraising and parties by the Library and/or the Friends, but by no other organizations. Non-profit organizations may approach the Library about co-sponsoring events.

Availability is on a limited, first-come, first-serve basis and use should not become burdensome to library resources or personnel.

Admission fees are prohibited, but the sponsoring group may request a donation from its members to cover the cost of the meeting.

Individuals and organizations wishing to use the Program Room for functions which fall outside of the above guidelines may make a special application to the Library Director. These special applications will be considered and decided upon by the Library Services Committee of the Board of Trustees.

In implementing this general policy, the Trustees will from time to time establish more detailed guidelines for the use of the Program Room. The day-to-day administration of the facility will be the responsibility of the Library Director acting within the established guidelines.

The Library reserves the right to make the final decision about use of the Program Room.

Revised and effective 11/9/96

GUIDELINES FOR THE USE OF THE LIBRARY PROGRAM ROOM FOR NON-LIBRARY SPONSORED EVENTS

1. All meetings, programs, events, and shows scheduled must be open to the public.
2. The use of the Program Room by the Library Board of Trustees, the Friends of the Library, and /or library personnel holds priority in scheduling.
3. Scheduling will be governed by availability and fair distribution - long term or repeated reservations will be permitted only when no conflict is anticipated.
4. Written application for the use of the Program Room must be made in order to secure the space. It is suggested that application be made as early as possible. NO phone reservations will be taken. Requests for audiovisual equipment or supplies must be made at that time and will be filled on the basis of availability.
5. Each group using the Program Room outside of Library hours will be charged a daily fee of \$50. This fee is payable upon application. No use of the Program Room will be considered secured until the application is filed and the fee paid.
6. If the Library closes because of inclement weather the meeting will also be cancelled at no financial responsibility to the Library.
7. In the event of a cancellation by the applicant the fee will be refunded if notice of at least 2 weeks is given.
8. Admission fees are prohibited, but the sponsoring group may request a donation from its members to cover the cost of the meeting.
9. Individuals, other than tutors, providing instruction may not charge for their services. Payment for their time is not considered as 'covering expenses'. A fee for materials may be collected.
10. Refreshments may be served.
11. No Smoking is allowed anywhere in the Library Building.
12. The group, and in particular the individual signing for use of the Program Room, will be responsible for any damage to or loss of equipment, supplies, building contents, etc.
13. The Program Room must be set up for programs by the sponsoring organization: all chairs and tables must be set up by the organization. Each group is responsible for leaving the Program Room in a neat and orderly fashion: chairs and tables re-stacked, or, at the Library's request, set up. The kitchen and bathrooms must be left reasonably clean and all garbage and trash must be removed from the building.

14. A copy of any literature to be distributed at the meeting must be given to the Library Director when filing the application for use of the Program Room
15. Materials for display must be posted from the picture rail: nothing may be taped, pinned, nailed or hung from the walls or furniture.
16. Maximum legal occupancy is 120 persons, but the recommended limit is 100. (100 chairs are available).
17. As the building must be opened, closed, and secured by Library personnel, a 10:30 curfew is in effect for meetings.
18. During Library hours, groups may enter and exit the Library through the Program Room entrance or through the Library entrance. When the Library is closed, only the Program Room entrance may be used.
19. It is to be understood by user groups that the Program Room, during the time they wish to use it, may be set up for any one or more of the following- Parent/Child Workshop, Art Exhibit, Photographic Exhibit, etc. If these uses present a problem to the group, then it is their responsibility to present their concerns, in writing, at the time of application. The group making application will then be informed of the existing Library schedule and can decide if they wish to use the time slot under the circumstances available.
20. The permanent Photographic Display can be stored at the expense of the user group. (Fee of \$100.00)

approved 11/9/96

GUIDELINES FOR SPECIAL USES OF THE PROGRAM ROOM

When an individual or group would like to offer a program in the Program Room, but will charge a fee, their request will be considered by the Library Services Committee of the Board of Trustees.

The standard guidelines for use of the Program Room states that no fee may be charged, though donations may be accepted to cover the cost of the meeting. To charge a fee outright is considered a special case, and may in some instances be acceptable. These special applications will be brought to the Library Services Committee by the Library Director.

1. In determining whether or not to allow for a special use the Library Services Committee will consider if the program meets the following guidelines -

- does the use mirror the mission statement?
- will the use not conflict with normal library functions?
- is the fee being charged reasonable?

2. In the case of ongoing workshops or classes approval will be given for two months at a time.

3. The user will pay the library a percentage, or set amount, of the collected fees. In most cases this will be 10%, but the exact amount is at the discretion of the Library Services Committee. This money will be placed in a special library fund to be used for future programming.

4. Expenditure of this special library fund for programming will be determined by the Library Services Committee with recommendations received from the Library Director.

5. Each individual or group using the Program Room for a non-library sponsored program must have a personal liability policy of one million dollars.

General

approved 11/9/96

Library Director

Library Services Committee

revised 5/17/1997