

## **Leverett Library Community Room Policy**

**Adopted February 12, 2003**

**Amended 9/10/03, 9/9/04, 11/10/04, 1/12/05, 1/19/11, 4/12/2017**

### **Leverett Library Policy Statement: Use of the Community Room**

The Trustees of the Leverett Library have formulated this policy for the use of the Community Room to ensure that Leverett residents have the greatest possible access to educational and cultural opportunities. The Library encourages events that are free and open to the public.

The Community Room is made available as a public service. Booking the room in no way constitutes an endorsement of the program or philosophy of the group or individuals using the facilities. The Trustees reaffirm the American Library Association's Bill of Rights which states that facilities should be made available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting its use.

The priority of the Community Room is to support programs and functions that further the goals of the Library. When not being used by the Library, the room is available to town boards or committees, non-profit groups, and individuals or businesses for educational, recreational, and civic purposes. Authority for approving applications rests with the Library Board of Trustees. Persons wishing to display art in the Community Room should refer to the Leverett Library Art Exhibit Policy.

Neither the Board of Library Trustees nor the Town of Leverett shall be responsible for supervision of children or for injury to persons or property that occurs while the Community Room, kitchen area, or common areas are being used. Groups using the facility must conform to the following Regulations and Procedures.

### **Regulations and Procedures**

- 1) Applicant must be 18 years of age or older.
- 2) Application must be made at least one (1) week prior to use. The Library Director will notify applicant of approval within 96 hours. If event is cancelled, the Library Director should be notified immediately.
- 3) Reservations may be made up to six (6) months in advance.
- 4) The applicant must contact a Library Caretaker for coverage for after-hours programs. A list of Library Caretakers will be provided. The name of the Library Caretaker must be known at time of approval. The Library Caretaker is responsible for opening and/or closing the building, answering questions about the use of the community room, and contacting appropriate personnel in the unlikely event of a fire or burglar alarm or other security matter, and can also take people, in small groups, through the main section of the building, if requested.
- 5) Individuals wishing to offer ongoing classes in the community room to the public for a fee must obtain sponsorship from the town Recreation Commission. No room fee is charged for these classes.
- 6) Town boards and committees, the Friends of the Leverett Library, the Trustees, and Staff of the library do not need a Library Caretaker but must arrange for temporary use of the Library key and must be trained in opening/closing the building. In addition, book discussion groups that have one or more members who are trustees or staff of the library

or are officers of the Friends of the Leverett Library do not need a caretaker as long as that individual will be present at the meeting to carry out the caretaker's duties.

- 7) Events must end by 10:00 p.m.
- 8) Advertisements and notices for non-library programs must note that the Leverett Library is not a sponsor of the event.
- 9) The Library Director should be consulted when the building is closed due to inclement weather. Cancellation notices to the public are the responsibility of the applicant.
- 10) Number of people attending meeting/program must be reported on feedback form. Comments about the room are welcome.
- 11) Chairs (50), tables (6), screen, lectern, multimedia workstation, and use of kitchen area are available. Groups are responsible for their set-up and must leave the room according to wall diagram. Storage space is not available.
- 12) Light refreshments may be served and must be consumed in the Community Room.
- 13) The Community Room must be left clean. All garbage and trash must be removed from premises. For security reasons, the applicant or designated person must remain at the library while the caretaker closes the building.
- 14) Tables should be covered when glue, paint or other materials that could mark furniture are used.
- 15) Smoking and alcoholic beverages are prohibited on Library property
- 16) Materials may not be sold at the event without permission of the Library Director.
- 17) Nothing may be hung on the walls without permission of the Library Director. Persons wishing to display art in the Community Room should refer to the Leverett Library Art Exhibit Policy.
- 18) No open flames of any kind are allowed.
- 19) Children must be supervised by group members. Pick-up of children must be monitored by the group.
- 20) A maximum of 50 people may occupy the Community Room or common hallways.
- 21) Applicant may not use amplification, microphones, or music without prior approval of Library Trustees. Trustees have absolute discretion in allowing or denying amplification, microphones, or music.
- 22) No decision will be made on room use for an event connected with an art exhibit until the application and paperwork for the exhibit has been received and processed.
- 23) Applicant is responsible for all damage to building, books, furniture, or fixtures during their use of the Library.
- 24) Applicant will indemnify and hold Trustees or Town harmless for any injuries sustained during group's use of Library except if caused by Library Trustees' intentional or grossly negligent conduct.
- 25) Applicant may be required by the Trustees to arrange for police coverage of the event.
- 26) Failure to comply with these Regulations and Procedures may jeopardize applicant's future use of the room.

**Room Fee Schedule and Record per Event (To Be Filled Out By Library Staff)**

<b>Event type</b>	<b>Charge</b>	<b>Collect</b>
Free event sponsored by Library staff, Friends of the Library, town groups, town individuals, Library agencies	No Charge	No Charge
Book readings, author appearances	No Charge	No Charge
Event with admission fee, fund-raiser or donation requested sponsored by town groups or town individuals	\$10	
Event with admission fee, fund-raiser, donation requested, or sponsored by commercial business	\$50	
Classes with a fee to the public (under auspices of Leverett Recreation Commission)	No Charge	No Charge
<b>Additional fees</b>		
Free event sponsored by individual or group not Leverett-based (except groups affiliated with Massachusetts libraries)	\$10	
Donation (in addition to any fee)		
Sponsors pay \$17 per hour for a Library Caretaker during after-hours use. (Cash or checks payable to the Town of Leverett.) \$17 minimum charge. An additional \$5 per quarter hour will be charged if the Caretaker is required to stay later than scheduled.		
<b>Total Fee (Cash or checks payable to the Town of Leverett)</b>		



Town of Leverett

**LESSEE/USER'S INDEMNIFICATION STATEMENT**

I, or The \_\_\_\_\_ shall to the maximum extent permitted by law,  
(Name of Lessee/User)

indemnify and save harmless the Town of Leverett, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs, and expenses (including reasonable attorney's fees) that may arise out of or in connection with my or the organization's

lease or use of the Leverett Library located at  
(Name of Town Facility)

75 Montague Road for any damage or injury to persons and/or  
(Address of Town Facility)

real or personal property that occurs in conjunction with the lease or use of

Leverett Library by me or the organization.  
(Name of Facility)

Lessee/User's Name, Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Feedback Form

Thank you for choosing the Leverett Library's Community Room for your meeting/event.

Please fill in this feedback form and give it to the Library Caretaker before you leave.

\_\_\_\_\_ Date

Group Name

Number of people in attendance (for statistical reports) \_\_\_\_\_

Comments:

HAVE YOU . . . ?

- Reset the room as shown on wall diagram?
- Taken care of any trash/garbage?
- Wiped down table and counter surfaces used?
- Returned any borrowed equipment?

### *Library Caretaker Checklist*

- Collect feedback form
- Check all doors and windows
- Lights off
- Heat
- Water not running
- Bathrooms
- Kitchen area
- Give receipt for any money received, if requested
- Put WMRLS delivery bin in lobby when necessary
- All people are gone!
- Turned on the burglar alarm

\_\_\_\_\_

Library Caretaker's Name