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, 9/12/2018, 1/9/2019,
6/8/2022

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.

Final 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. 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.

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

Application:

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.
3. Reservations may be made up to six (6) months in advance.
4. Reservations for a program series may not exceed six (6) events.

Cancellations:

1. Notify the Library Director if your event is cancelled as soon as possible.
2. In case of inclement weather, contact the Library Director to confirm the status of the Community Room. Cancellation notices to the public are the responsibility of the applicant.

Cost/Fee Schedule:

Fees for using the Community Room are dependent on several factors:

1. Whether the room use is being sponsored by a Leverett or a non-Leverett group
2. Whether the event is free or requires an admission fee or donation
3. Whether the event is open to the public

Charges listed in the following Room Fee Schedule apply each time the room is used.

Event type	Charge
Free event sponsored by Library staff, Library Trustees, Friends of the Library, town groups, town individuals, or groups affiliated with Massachusetts libraries, including book readings and author appearances. Requires a letter of sponsorship for non-residents offering programs sponsored by a town group.	No Charge
Free event sponsored by group or individual not Leverett-based.	$10
Event with admission fee, fund-raiser or donation requested sponsored by town groups, town individuals or non-profit organizations. Requires a letter of sponsorship for non-residents offering programs sponsored by a town group.	$10
Event with admission fee, fund-raiser, donation requested, or sponsored by commercial business	$50
Additional donation (in addition to any fee)	

Advertising:

Advertisements and notices for non-library programs must note that the Leverett Library is not a sponsor of the event. It is the responsibility of the applicant to create and distribute their own advertising materials.

Logistics:

1. If using the Community Room when the library is closed, the applicant will need to arrive at least 15 minutes before closing time to check in at the front desk.
    * Library staff will lock the doors as they leave and the group will have access to the Community Room, entry way, and rest rooms. Doors to the main library will be locked and the outside door will be locked (group will need to let attendees in).
    * When finished, the group will only need to turn off the lights and close the already-locked doors.
    * Events must end by 10:00 p.m.
2. Per the Building Inspector, a maximum of 50 people may occupy the Community room or common hallways.
3. Different maximum occupancy numbers may temporarily be in place. Please confirm with the Library Director when booking.
4. Children must be supervised by group members. Pick-up of children must be monitored by the group.
5. Cars cannot block the driveway, road, or fire lane (in front of the library entrance).
6. Materials may not be sold at the event without the permission of the Library Director.

Room Set-up:

1. The room is empty by default. The following items are available and groups are responsible for their own set-up and clean-up.
    a. Chairs (40)
    b. Tables (6)
    c. Screen
    d. Lectern
    e. Multimedia workstation (includes hearing assistive technology)
    f. Kitchen use (sink, fridge, microwave)
2. Storage space is not available.
3. Tables must be covered when glue, paint or other marking materials are used.

4. 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 Library Art Exhibit Policy.
5. Applicant may not use amplification, microphones, or music without prior approval and instruction of use from the Library Director. The Director has absolute discretion in allowing or denying amplification, microphones or music.
6. Light refreshments may be served and must be consumed in the Community Room.
7. Smoking and alcoholic beverages are prohibited on Library property.
8. No open flames of any kind are allowed.

After each meeting:
1. Number of people attending meeting/program must be reported on feedback form. Comments about the room are welcome.
2. Feedback Form can be left at the front desk or put in the book drop before leaving.
3. The Community Room must be left clean and furniture must be put away. All garbage and trash must be removed from premises.

Responsibility:
1. Applicant may be required by the Trustees to arrange for police coverage of the event.
2. Applicant is responsible for all damage to building, books, furniture, or fixtures during their use of the Library.
3. 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.
4. Failure to comply with these Regulations and Procedures may jeopardize applicant's future use of the room.

Leverett Library Community Room Application

Contact Person_____ Application Date_____

Group's Name _____

Address _____ Phone _____

Email _____

Date of Meeting/Event _____

Requested start and end times (include set up and clean up) _____

Number of people expected _____   (Theater seating 40; Classroom seating 30)

Name & Type of meeting/event _____

　　1. Is this event free? _____

　　2. Is this event open to the public? _____

　　3. Are you a Leverett resident? _____

　　4. Is this event sponsored by a town group? _____If so, provide a letter of support. ___

　　5. Are you planning to sell anything?_____

Circle expected needs: Chairs (40), tables (6), screen, lectern, A/V system, kitchen area

I have read and agree to comply with the Leverett Library Community Room Policy and Regulations and Procedures. I understand that neither the Board of Trustees for the Leverett Library nor the Town of Leverett shall be responsible for injury to persons or property that occur while the Community Room is being used.

_____   _____

　　　Signature of Responsible Person   Date

_____ initial here to acknowledge that you are responsible for enforcing the occupancy limit set by the building inspector.

For Library Staff to fill out:

Approval Date _____   Payment Received _____ Date _____

Feedback form received _____ Date for AV instruction_____

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

Fees for using the Community Room are dependent on several factors:

1. Whether the room use is being sponsored by a Leverett or a non-Leverett group
2. Whether the event is free or requires an admission fee or donation
3. Whether the event is open to the public

Event type	Charge
Free event sponsored by Library staff, Library Trustees, Friends of the Library, town groups, town individuals, or groups affiliated with Massachusetts libraries, including book readings and author appearances. Requires a letter of sponsorship for non-residents offering programs sponsored by a town group.	No Charge
Free event sponsored by group or individual not Leverett-based.	$10
Event with admission fee, fund-raiser or donation requested sponsored by town groups, town individuals or non-profit organizations. Requires a letter of sponsorship for non-residents offering programs sponsored by a town group.	$10
Event with admission fee, fund-raiser, donation requested, or sponsored by commercial business	$50
Additional donation (in addition to any fee)	
Total Fee (Cash or checks payable to the Town of Leverett)	

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 out this form and give it to a staff member or leave it in the book drop before you leave.

_____   _____
                     Group Name   Date

Number of people in attendance (for statistical reports) _____

Comments:

Post-Program Checklist. HAVE YOU . . . ?

- ❑ Reset the room as it was before your program?
- ❑ Taken care of any trash/garbage?
- ❑ Wiped down table and counter surfaces used?
- ❑ Returned any borrowed equipment, including cords?
- ❑ Closed and locked windows?
- ❑ Propped bathroom doors open?
- ❑ Lights off?
- ❑ Pulled doors closed and double-checked that they are locked?

For Library Staff to fill out:
- ❑ Collect feedback form
- ❑ Check all doors and windows
- ❑ Lights off
- ❑ Kitchen area is clean
- ❑ Give receipt for any money received, if requested   Staff initials _____