

## **Community Rooms Usage – Policy, Procedures and Fees**

**Mission:** The Mission of the Louis T. Graves Memorial Public Library is to act as a cultural and intellectual commons by providing free and unfettered access to knowledge and life-long learning through print, electronic resources, activities, programs, and services. As part of this quest, the Library provides the use of three rooms available to The Town of Kennebunkport departments, committees and boards, non-profits, civic and community groups and individuals for meetings and events—some of which may be subject to a fee. In support, the Library adopts this Community Rooms Usage Policy. (Policy)

**Scope:** This Policy applies to the public and private use and rental of the Mothers Wing including the **Community Room** on the second level, the **Business Center** on the first level and the **Archive Room** on the basement level.

**Management of the Rooms:** The Board of Trustees will designate a person(s) responsible for the management of the scheduling and use of the rooms according to the guidelines set forth in this Policy as approved by the Board. The Library and the Town of Kennebunkport will be given scheduling priority.

**Scheduling:** The person(s) designated by the Board together with the Library Director will be responsible for the scheduling and management of the rooms and will maintain a log and calendar of all scheduled meetings and events and a checklist to ensure that all Policy requirements are met.

**Library Hours:** Monday through Friday 10:00 am to 6:00 pm and Saturday 9:30 am to 12:00 pm. The Library is closed Sundays and Holidays.

**Library After Hours:** After hours are defined as 6:00 to 11:00 pm on weekdays; Saturday, Sunday and Holidays 12:00 pm until 7:00 pm.

**During Hours of Operation:** During Normal Library Hours there will be no charge for any of the rooms for meetings **but if food and beverage is served rental fees may apply**. A donation to the Library for organizations using the various rooms at no cost would be greatly appreciated.

### **After Hours of Operation:**

**Archive Room:** Maximum capacity is 12 and the rental fee is \$25 per hour.

**Business Center:** Maximum capacity is 12 and the rental fee is \$25 per hour.

**The Community Room:** Maximum capacity for meetings or events is 100 people. A **Security Deposit of \$175** will secure the reservation and will be refunded after the

event assuming that all rental conditions are met. **(See Contract)** A rental fee of **\$250 will be charged for rentals on weeknights 6:00 to 11:00 pm and \$350 for Saturday, Sunday, or Holiday rentals.**

**Cleaning fee of \$100** will be charged to all renters. Non-Profit organizations using the rooms at no cost but serving food and beverage will be required to provide a \$100 cleaning fee deposit that will be refunded if, on inspection by Library staff, the room is found to be in the same clean condition as it was found.

**Sales**—Nothing can be sold during the rental—no entry fee, tickets, chances, commercial products, no charge for food or beverage and no soliciting of product or services. The Library does not host fundraisers or benefits for other organizations, whether profit or non-profit.

**Oversight:** A member of the staff of the Library will attend every “after Library hours” meeting or event to assist the public, assure that the Policy is followed and to secure the Library and set the alarms after closing. An additional **fee of \$50** will be charged. The person(s) designated by the Library Director for after-hours duty must be able to attend to the operation of the elevator, be trained in the security system, fire safety and the Policy requirements.

All publicity for a scheduled event is the sole responsibility of the renter. Any publicity for events not co-sponsored by the Library must clearly state that the Library does not necessarily endorse or support the event. The provision of meeting rooms for public events does not constitute Library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. If the Library co-sponsors the program the publicity will be shared between the organization and the Library. The Library reserves the right to review any publicity material prepared by the organization before release in order to guarantee proper representation of the Library.

**Cancellation:** If the renter has been approved and has paid his/her fee and security deposit, he/she has the option of cancelling one week (7 calendar days) prior to the scheduled event with a full refund. If a cancellation is closer to the event than one week, the renter must then forfeit the security deposit. There is no penalty because of cancellation due to inclement weather or if the Library calls it off.

Rental fees must be accompanied by a Certificate of Insurance and be in the name of the renter. **(See Insurance)**

Community Public Meetings (e.g. PTA, etc.) will not be charged rental fees unless food and beverages are served.

**Library Equipment That Can Be Used:** Kitchen, rest rooms, dishes and silverware; easels, tables and chairs; Apple TV with sound bar.

**Activities Prohibited:**

**Smoking**—The Library is a **SMOKE FREE CAMPUS**; therefore, no smoking within the building or on the grounds is allowed.

**Flaming Devices**—No fire starting devices of any sort whatsoever, no fire flame candles, no food warmers—but not limited to only these.

**Noise**—The Library expects all renters to respect the neighbors on all sides of the Library. Music must end by 10:00 pm.

**Fire Escape**—The door to the fire escape will not be open unless for fire or emergency evacuation. Do not open to get fresh air or to sit on the steps---a fire alarm will sound.

**Alcohol**—The renter may bring alcoholic beverages. However, they may not be sold at the rental and this means that no fees will be charged to attend the event.

- (1) No person at the event will consume or be served excessive alcohol as proscribed by law.
- (2) Alcohol cannot be consumed outside of the building and is restricted only to the Community Room. It is a violation of State Law. (M.R.S.A. Title 17 Section 2003-A)
- (3) Minors are not permitted to consume alcohol.

**Orientation and Training:** Although a representative of the Library will be in attendance at all events and after hour meetings, it is required that a representative of the renter's group meet with a Library representative the week before any meeting or event to review elevator operating procedures and fire safety.

**Insurance:** Non-Commercial renters MUST HAVE a Certificate of Insurance from an insurer that provides homeowner or rental insurance. If that is not possible, the Renter needs to contact the insurance agency to purchase Event Insurance for the rental. Commercial Vendors and Caterers must provide a copy of their Liability Policy and the State Liquor and Bartender's License. A Certificate of Insurance must be received by the Library before the event date and by a date agreed to with the Library staff.

The Louis T. Graves Memorial Public Library does not discriminate against nor endorse any organization, public or private, to use these facilities. However, The Board of Trustees reserves the rights to restrict or limit the use of the premises at any time without prior notice and for reason determined by the Board of Trustees in the exercise of their sole and absolute discretion.