

## **Roxbury Public Library**

### **USE OF THE MINOR MEMORIAL LIBRARY COMMUNITY STUDIO AND THE HODGE LIBRARY/MUSEUM FACILITIES**

The Community Studio of the Minor Memorial Library (the "Studio") and the facilities of the Hodge Library/Museum ("Hodge") may be reserved for non-commercial use by 1) town organizations 2) Region 12 organizations serving Roxbury, 3) residents of the Town of Roxbury, 4) property owners in the Town of Roxbury, and 5) the people whose name(s) appears on the voting lists in the Town of Roxbury.

The Studio and the Hodge may also be reserved for commercial events that benefit fundraising for the Roxbury Public Library. Such commercial events may be either library-sponsored programs or those independent of the library. Fees for independent commercial events, in addition to the Application Fee described below, will be negotiated between the Roxbury Public Library Board of Trustees/Directors (the "Board") and the Applicant.

The use of either the Studio or the Hodge is completely at the discretion of the Board. No use that interferes with Library activities will be permitted. Fire safety rules set by the Town of Roxbury fire marshal must be followed. No furniture may be removed from the facility.

#### PROCEDURE FOR RESERVATIONS

1. The requesting group or person (the "Applicant") will submit the attached Application for Use of Community Studio/Hodge (the "Application") to the Library Director at least six weeks before the proposed event, and no earlier than six months.
2. For noncommercial activities and for commercial activities that are not library-sponsored, the Application must be accompanied by:
  - A) A certificate of insurance (the "Certificate") for at least \$500,000, that names the Roxbury Public Library and the Town of Roxbury, its agents, servants, or employees (collectively, "the Town") The certificate must provide coverage for all liability of the Town arising out of or in any way connected to the activities or use of the Community Studio or the Hodge by the Applicant, including but not limited to liability of the Town arising out of its general supervision, if any, of such operations with respect to the operations or activities they perform.
  - B) A check for \$150 representing an application fee. If the application is turned down, the \$150 fee will be refunded to the Applicant. At the Board's discretion, the fee may be waived.

The Board will review and vote on the Application at its next scheduled meeting. If none at an appropriate date is scheduled, the Board Chair and Library Director have the joint authority to approve the Application, if they choose to do so.

3. If the application is approved, the Library Director will first collect a refundable deposit of \$150 against damage and custodial costs from the Applicant and then return a signed copy of the Application to the Applicant. However, if the proposed use is during a time when the Library is closed, the Application's approval is subject to a Library representative--either an employee of the Library or an agent of the Board—being available to open and close the building. The representative will inspect the areas to be used before and immediately after the event. The Applicant is responsible for arranging that a representative attend the event and for compensation at an hourly rate if he or she is an exempt employee.

## RULES FOR USE

1. The Applicant must clearly state in all announcements that they are sponsoring the event and not say or imply they represent the Library or Town's involvement or endorsement.
2. The Applicant must designate a person who will be in charge of the activity (the "Supervisor") who shall be present before the activity begins and will remain with the activity until everyone has left the building.
3. The Applicant will observe the stated occupancy limit and approved hours for the event.
4. The Applicant may charge admission or solicit contributions to cover program expenses or as a negotiated contribution to the Library. No other solicitation or distribution of business advertising or promotional materials is permitted. The Board in its sole discretion may grant an exception to any civic or charitable group or organization.
5. The Applicant may not use tape, tacks or other fasteners on wood, walls or fixtures on the premises. No Library equipment is to be altered, moved, or removed unless previously arrangements are made. Arrangements may be made to use Library equipment, such as TV, VCR and video projector. The Applicant is responsible for setting up and dismantling all such equipment.
6. Smoking is not permitted in either building. Consumption of alcohol—beer and wine only—is allowed after the Applicant has secured the appropriate permit(s).
7. Library representatives must have free access to the area at all times.
8. Neither the Library nor the Town will be responsible for loss or theft of personal property.
9. All refuse must be removed within two hours of the end of the event.
10. The Applicant, individually as well as organizationally, is responsible for returning the areas used to its original condition and for any damage to contents, which may be greater than the deposit and will pay for any loss or damage resulting from its use.

The Board, Library Director and the designated Library representative have the authority to cancel the event if any of the above rules are not observed.

Revised, Approved and Adopted by the Library Board of Trustees

\_\_\_\_\_  
Cynthia Newby, Chair

06/08/2015  
Dated

**APPLICATION FOR USE OF COMMUNITY STUDIO/  
HODGE  
Roxbury Public Library**

**Name of Group, Organization or Individual:**

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Evening: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Evening: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Set Up: \_\_\_\_\_ Clean Up: \_\_\_\_\_

Approximate number of attendees: \_\_\_\_\_

Will refreshments be served? \_\_\_\_\_

Describe: \_\_\_\_\_

Supervisor in Attendance at Event: \_\_\_\_\_

**Insurance Certificate Attached** \_\_\_\_\_

|                      |                                   |       |
|----------------------|-----------------------------------|-------|
| <b>Fees attached</b> | Application (\$150)               | _____ |
|                      | Refundable Damage deposit (\$150) | _____ |
|                      | Commercial Fee as Negotiated      | _____ |

In consideration for being granted use of the Community Studio/Hodge, I (authorized representative of Applicant) warrant that I have read the "Rules for Use" and represent that all attendees will observe them. I individually and as an organization will assume full financial responsibility for any damage to Library property during the above indicated period of use. I also agree that the Applicant will at all times hereafter indemnify the Library, the Town against any loss, damage, or exposure of any kind which the Library and Town might sustain or incur because of our use of the premises, and hold the Library and the Town harmless for loss of any kind in connection with such use and assume all costs of defending the Library/Town should a claim be brought against it or its agents, employees, or elected officials arising out of the Applicant's use of the premises.

Signature of Authorized Representative of Applicant or Applicant

\_\_\_\_\_ Date \_\_\_\_\_

Approval by Library Representative

\_\_\_\_\_ Date \_\_\_\_\_

The above approval is subject to: \_\_\_\_\_

APPLICATION PROCESS

DATE COMPLETED

- |   |       |                       |
|---|-------|-----------------------|
| 1. Application received in Library  | _____ |                       |
| 2. Application reviewed by Library Director for scheduling conflicts and inclusion of checks and certificate of insurance | _____ |                       |
| 3. Application reviewed in Board Meeting or by Chair and Library Director   | _____ |                       |
| 4. Applicant notified of approval/rejection by Library Director or Board Chair  | _____ | Approved Y/N<br>_____ |
| 5. If required, Library Representative to open/close  | _____ | Name<br>_____         |
| 6. Copy of Certificate to Town Hall   | _____ |                       |
| 7. Approved Event posted on Library Calendar  | _____ |                       |
| 8. Commercial Fee Collected   | _____ | \$_____               |