

POPE MEMORIAL LIBRARY COMMUNITY CENTER POLICY

Permission to use the community center will be by advance reservation only and under the conditions specified by the following policy guidelines set forth by the Board of Trustees and the Director.

RESERVATIONS

1. This application form must be completed and signed by a representative who is at least 21 years of age. This individual will assume responsibility for the use of the facility and adherence to this policy.
2. For frequent users, the application is valid for one year.
3. Completed applications should be received by the Library at least one week in advance of the event date.
4. Library sponsored programs will always be given preference for use of the rooms.
5. Permission for use of the facility is not transferable.
6. Reservation cancellations should be made by contacting the Library with as much advance notice as possible.

FEES

1. Rental Fee: The Pope Memorial Library Community Center is available at **no charge**; however, donations are encouraged and much appreciated, as we are a non-profit library and very dependent on the generosity of our community and patrons. Donation envelopes are located inside the library. Please write your name on the envelope so we know who to properly thank for the donation.
2. Security Deposit: A **refundable**, \$25 security deposit will be collected with the submission of the application form. Refunds will be given following the completion of the event, based on adherence to this policy.
3. In the event that any damages incurred during the use of the facility should exceed the amount of the security deposit, the applicant will be responsible for the balance.

TERMS AND CONDITIONS FOR USE OF THE MEETING ROOMS

1. Use of the building is restricted to the first floor, except by prior approval.
2. Keys for accessing the building are available from the library staff. Copying of keys is not permitted and will result in loss of access.
3. The user may charge an admission fee or request donations.
4. The use of the building will not endanger the health and safety of the participants, nor will the use put the building at risk of damage or loss.
5. Duly constituted political groups may use the rooms as per the above membership rule, but temporary committees for the advancement of an individual's success in a political campaign shall be denied such use.
6. The fact that an organization or group is permitted to meet at the Pope Memorial Library community center does not constitute an endorsement of the group's beliefs or policies.
7. Deliveries of food and equipment are the responsibility of the user. Library personnel will not accept or sign for such deliveries.
8. Catered services are allowed but the user must provide all necessary serving equipment including plates and utensils.
9. The user is responsible for setup/takedown of chairs and tables, cleanup after the program and removal of all trash, within 2 hours after the end of the event.
10. Library personnel will not assist the user with registration or promotion of meetings, classes or entertainment, but will answer inquiries directed to the Library with respect to said events.
11. There is no storage of personal property at the community center.
12. All publicity (i.e. posters, brochures, and radio or TV announcements) must carry the name of the organization sponsoring the meeting. The library may not be identified as a sponsor.
13. Neither the name, nor the address of the Pope Memorial Library may be used as the headquarters of an organization or group.
14. Youth organizations using the space must have at least one person 21 years or older present for every 10 people under age 18.
15. The library is not responsible for lost or stolen articles.
16. Smoking is not permitted in the community center or on library property.
17. Alcohol may be served with advance permission and in accordance with the laws of the State of Vermont.
18. No tacks, nails or scotch tape are to be placed on doors, walls or furniture. Removable mounting adhesives such as 3M products are permissible.

- 19. Pets are not allowed in the community center with the exception of service animals.
- 20. Violation of any of the above policies may result in loss of privilege to use the space.
- 21. Keys need be returned the day of the event. If the library is closed, the key should be returned to the book return, in front of the library.

EXCEPTIONS

The Pope Memorial Library Board of Trustees or the Director reserve the right to review and make exceptions to this policy, including fees. Requests for exceptions must be submitted in writing with the application.

SAFETY

In case of a fire or emergency, evacuation of the community center building must be carried out according to the displayed fire code regulations and signage in the facility. Organizations using the space will be responsible for making occupants aware of these guidelines and announcing the location of all fire exits at the start of the event.

PARKING

Users are not allowed to park in front of the Passumpsic bank or in the paved area next to the bank's main entrance. Parking is permitted in the unpaved area behind the bank with access to the community center via the ADA-compliant walkway and rear entrance.

Rental Agreement

Name/Group: _____ Contact Person: _____

Address: _____

Phone: _____ Email: _____

Event Date/Time/Length: _____ # of People: _____

Donation Amount: _____

\$25 Deposit: Due with application and will be returned upon satisfactory inspection of the building after the event

Signature: _____ Date: _____

For Office Use Only:

Date deposit received: _____ Date deposit returned: _____

PML Board or Staff Member Signature: _____