

## **Facilities Use Policy**

Whelden Memorial Library welcomes the use of Library meeting rooms and external spaces/grounds by civic, cultural, charitable, and educational groups and organizations having a substantial relationship with the West Barnstable community.

### **Order of Precedence**

Priority for use of space is given first to Library-sponsored events, meetings, and programming.

In the event of overlapping requests, use will be granted in the following order of precedence:

1. Library purposes
2. Community groups or committees
3. Meetings of government agencies on matters affecting Barnstable
4. Other uses

All else being equal, preference will be given to local groups, regardless of when the reservation was made.

### **Limitations**

Due to space constraints, non-Library indoor group meetings in excess of 5 attendees will not be permitted during operating hours.

Requests for space use which are expected to exceed building capacity (100) or room capacity (varies by space) will not be approved.

No group may consider the Library its permanent meeting place or use the Library as its mailing address.

Groups using the facility and/or grounds may not use advertising and publicity which imply that their programs are sponsored, co-sponsored, endorsed, or approved by the Library, unless written permission to do so has been previously given by the Library Director.

Alcoholic beverages are not to be served, sold, or consumed during any third-party program or event held on library premises.

The following uses are prohibited:

- Any event that excludes the general public
- Fundraisers, except by organizations affiliated with the Library
- Private functions (e.g., family events, private parties, and school reunions)
- Commercial for-profit activity
- Any use that requires or encourages participants to pay a fee to attend
- Any use which interferes with normal Library operation

Whelden Memorial Library will not approve facility use in which there is determined to be discrimination based on race, religion, color, creed, sex, age, national origin, sexual orientation, or condition of physical ability.

### **Reservations**

Although not a requirement, in order to avoid conflicts with the Library's schedule, the Library recommends requests to be submitted at least 3 months in advance.

Requests may not be made more than 6 months in advance, except for regularly anticipated annual reservations.

Any group wishing to use a space must authorize one person to request a reservation for a particular date, time and area on a form provided by the Library. This person must be at least 18 years of age and provide a valid ID upon request. By signing the completed form, the applicant guarantees their presence at the event and assumes responsibility for overseeing the activity.

In order to offset Library costs for holding events off-site, for groups wishing to reserve library space for more than 6 days in our fiscal year (July 1st-June 30th) or 2 consecutive days there is a non-refundable \$100 facilities-use fee.

Reservations must be made on the Room Reservation Form either online or on the paper form, available in the library. The Director or their designee will respond to the applicant no later than 30 days prior to the reservation date. A reservation is not complete until it has been confirmed in writing by the Director or their designee. Completion of a Reservation Form does not guarantee approval.

**Applicants are responsible for:**

- Arranging room and rearranging the furnishings to standard placement at the conclusion of their time slot
- Orderly conduct of the users
- Leaving space clean
- Paying for police coverage if needed, determined in advance by the Library
- Holding Library harmless for losses or damages occurred during usage
- Prompt notification of cancellation
- Return of the Library key within a week of the group's last meeting date

The Library reserves the right to require that the applicant supply a certificate of insurance from an insurer licensed to do business in Massachusetts, in such amount and in such form as the Library may reasonably deem appropriate, naming the Library and its Board as additional insured, and covering damage to the library building, grounds, and collections, and injury to persons or their property arising from the event.

**Fees for use**

All fees are non-refundable, unless otherwise noted in the policy, due within 2 weeks of confirmation to secure the booking or before the first event date (whichever comes first).

Exceptions can be made at the Director's discretion.

- Groups wishing to reserve the library space for more than 6 days within the fiscal year or more than 2 consecutive days: \$100
- Staff attendance (to be determined in advance by the Library): \$30/hr
  - Minimum 1 hour, not billed at a fractional rate.
- Refundable cleaning deposit: \$50
  - In cases of excessive cleaning or building maintenance, users will be billed for the cost of all cleaning and repairs
- Lost or missing keys: \$20