

FENTON FREE LIBRARY COMMUNITY SPACE POLICY

Adopted: 1/25/2022

Revised:

Approved:

Introduction:

Fenton Free Library serves to enrich the quality of life for a diverse population of all ages by providing resources and service which contribute to individual literacy, education and entertainment, and serve as a focal point for community activities.

The Community Space of the Fenton Free Library is available on equal terms for the lawful activities of all established and recognized institutions, community groups, and associations, with educational, intellectual, cultural, charitable, or civic purposes (a “community group”), regardless of their beliefs or affiliations. Granting of permission to use the library Community Space does not imply library endorsement of the aims, policies, or activities of any community group.

Availability:

- The Fenton Free Library Community Space is indented for use primarily by the Library for Library programs or Fenton Free Library sponsored or co-sponsored programs. The Board of Trustees or Library Director reserves the right to terminate use of the Community Space for any reason at any time.
- Maximum gathering size is 50 persons
- Available to community groups on a first come, first serve basis to qualified outside organizations.
- Any request to use the Community Space must be accompanied by the Community Space Use Application and Rental Fee. The Community Space reservation is not valid until confirmed in writing by the Library.
- Groups are responsible for following and ensuring third parties utilizing the community space follow existing safety regulations:
 - 1) Exits and entrances are clearly marked and must be kept free of obstruction
 - 2) Gatherings may not disrupt other library activities

Fees:

- Fees are payable in advance to the Fenton Free Library.
- \$30 per hour fee applies plus a refundable cleaning deposit of \$150
- An additional fee may be charged for using the kitchen facilities

Application Process:

- An adult representative of the group, who has read and agrees with the policy, must submit the Community Space Use Application and applicable fee within one week of initial request for confirmation of date.

Scheduling:

- Use of the Community Space may only be scheduled during normal Library operating hours and must end 30 minutes prior to Library closing.
- **Cancellation must be made at least 2 days in advance for a refund** – Library Director may restrict future usage if cancellation requirements are not met.

Use and Restrictions:

- All persons attending meetings at the Library are subject to the Patron Code of Conduct.
- Use shall be conducted so as not to disturb library operations or other patrons.
- The group assumes responsibility for participant accommodations (e.g. – assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
- Community Groups must provide a certificate of general liability insurance naming the Fenton Free Library and the Town of Fenton as additional insured.
- It is not the intent for the Community Space to provide space on a permanent basis to support the primary activities of a group or organization.
- Groups may not publicize their meeting or event in such a way as to imply Library sponsorship, or use the Library name, address or telephone number as their official address or contact information.
- If any use will include children, an adult twenty-one (21) years or older must be present at all times.
- Light refreshments may be served, but are not allowed outside the Community Space.
- No cooking permitted without prior Library permission.
- Groups are responsible for room set-up and clean-up after use.
- The following are prohibited on the Fenton Free Library premises:
 - Serving or consuming alcoholic beverages
 - Conducting games of chance
 - Political meetings to discuss issues or conduct campaigning on behalf of or in opposition to any candidate
 - Illegal or potential hazardous activities
 - Use of candles or open flames
 - Participating in or advertising commercial or for-profit activities
 - Smoking of any kind in the building or on Library property.
 - Personal and family events such as birthday parties, weddings, or baby showers.
- Any organization holding a meeting open to the public MAY NOT charge any fees.
- No group or individual may solicit for donations within the Library except the Fenton Free Library or Town of Fenton.

Liability:

The representatives of the community group must sign a Community Space usage application and a Hold Harmless Agreement that memorializes all of the requirements contained herein and approved as to form by the Library Board of Trustees. The community group agrees to indemnify, defend, and hold the Fenton Free Library, Library Board of Trustees, the Town of Fenton, and any officer, employee and/or agent thereof free and harmless from any and all loss(es), penalty(ies), damage(s), settlement(s), cost(s), charge(s),

professional fee(s) or other expense(s) or liability(ies) of every kind arising from or relating to any and all claim(s), lien(s), demand(s), obligation(s), action(s), proceedings or causes of action of any kind in connection with, or arising directly or indirectly from the usage of the community space or Fenton Free Library, including negligent error(s) and/or omission(s) and/or act(s) of the community group, including the community group's employees, licensees or invitees.

COMMUNITY SPACE USE APPLICATION

Use Application should be completed, signed, and submitted with the applicable fees within (1) one week of initial request. A patron with a Library card in good standing is required to make a reservation.

Organization Name: _____

Purpose of Meeting: _____

Open to Public

Organization Meeting Only

Organization Representative:

Name: _____

Address: _____

Phone _____

Date(s) Requested: _____

Event Time: _____ Arrival/Departure time: _____ Anticipated Attendance: _____

- **Community Space may be booked at \$30 per hour plus a refundable cleaning deposit of \$150 based on the type and size of event**

I have received, read, understood, and agree to comply with the FENTON FREE LIBRARY COMMUNITY SPACE POLICY AND RULES OF USE.

I hereby fully release and discharge the Fenton Free Library Board, the Town of Fenton, their officers, agents and employees from any and all claims from injuries, including death, damages, or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the use of the Fenton Free Library or the Fenton Free Library Community Space.

The Fenton Free Library Board, the Town of Fenton, and their employees are hereby released from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions, and cause of action of any kind and nature arising or growing out of or in any way connected with personal equipment or items brought in the Library.

I further agree to indemnify and hold harmless and defend the Fenton Free Library Board, the Town of Fenton, their officers, agents, and employees from any and all claims resulting from injuries, including death, damages and losses, including but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the Fenton Free Library or the Fenton Free Library Community Space.

Costs for damage and restoration will be charged. Community groups reserving the Community Space must be at least 21 years of age.

Signature _____

Date _____