

Greenwich Library Cole Auditorium Use Agreement

The Cole Auditorium is open to organizations engaged in educational, cultural, intellectual or charitable activities. In addition, due to a shortage of meeting space in the Town of Greenwich, the Library has also decided to make the Cole Auditorium available to area businesses for non-commercial purposes, such as employee meetings or retreats. Neither the Library itself nor the meeting rooms are designed to accommodate commercial or pecuniary activities of any kind. This policy does not apply to the use of the Cole Auditorium for Library activities or for activities or events sponsored by the Library.

All contractual arrangements must be completed **one month in advance of the event** through the Public Relations Office at (203) 622-7981. The Library has the right to decline use of the Auditorium if there are issues of legality, health, safety, or disruption to regular Library activities. There is no smoking inside the building.

Unless approved by the Public Relations Officer, use of the Cole Auditorium by an individual or an organization for meetings or events which are open to the members of the general public or which are advertised or promoted to encourage attendance by members of the general public **shall not exceed two times per year and shall not exceed once per month**. Use of the Cole Auditorium by an individual or an organization for private meetings or events at which attendance is limited to organization members and/or their invited guests **shall not exceed five times per year and shall not exceed once per month**.

Gatherings of a purely social nature including but not limited to weddings, coming of age parties, birthday parties and the like are not permitted. Priority is given first to Library- and Friends of the Library-sponsored programs, then to other Town of Greenwich departments, boards and committees.

Availability

Weekdays: 8:30 a.m. – 9:30 p.m.; Saturdays: 5:30 p.m. – 9:30 p.m.; Sundays: 8:30 a.m. – 12:30 p.m. and 5:30 - 9:30 p.m.

Indemnity

The Sponsoring Organization or Individual hereby agrees to hold the Library and the town of Greenwich harmless and to indemnify them against all fees, loss, damages, claims, causes of actions or suits whatsoever resulting from or relating to the use by the Sponsoring Organization or Individual their agents, guests, invitees or members of the public attending their meeting.

Cost

Non-profit organizations:

\$400 for four-hour rental, \$75 per hour for any portion of additional hours

In order to receive the non-profit rate, the user must provide the organization's tax identification number.

All other organizations or individuals:

\$700 for four-hour rental, \$150 per hour for any portion of additional hours

Total number of hours: _____ Total \$: _____

Insurance

A Certificate of Public Liability Insurance is required, naming the Library as additionally insured for the event specified herein. The user is responsible for any damages incurred and agrees to indemnify and hold harmless the Library from and against any loss, damage, or liability of any kind arising from, or in connection with, the use of any Library facility by the user or any person in attendance. **The Library requires that you submit this Certificate at least one month prior to the event at the same time that you submit your payment and completed Use Agreement.**

Publicity

The Library reserves the right to review any flyers, posters, press releases, radio releases or other publicity announcing your meeting/event, and failure to prominently include the phrase: "This event is neither sponsored nor endorsed by the Greenwich Library" could result in cancellation. While the Greenwich Library does not take responsibility for publicizing your program, short event details will be listed on our online calendar.

I have read the above and agree to comply. Initials: _____ Date: _____

Neither the name nor address of the library building may be used as the official address or headquarters of an organization. In any publicity, groups must provide a telephone number for the public to contact them for information. The Library is not responsible for providing information about meetings to the public and the Library telephone number may not be used.

No banners, signage or promotional materials may be placed on the front step, courtyard, façade, or sidewalk areas of the building. Any products, signage or promotion of a specific product or of the user client may take place solely within the restricted areas of the space and with the approval of the Greenwich Library.

Parking

The Auditorium does not have a separate parking facility. Adequate parking spaces must be available to regular Library patrons. **The Library parking lot can handle no more than 100 cars for guests attending Auditorium events during Library hours.** The user will be required to arrange off-site parking and/or shuttle service to off-site parking if the anticipated use involves more than 100 cars. The user may need to hire an off-duty policeman to assist in the parking lot. The user is asked to encourage car pooling.

Seating

The Auditorium seats 368. It has two side aisles (no center aisle) and is wheelchair-accessible; the foyer serves for receptions. No food or drink is allowed inside the Auditorium. Nothing may be affixed to any part of the screen or wall panels. All props, etc., must be freestanding or self-supporting.

Equipment

The Auditorium is equipped with audiovisual systems. **If any equipment other than lectern and microphone are to be used, an Authorized Technician must be hired by the user. These arrangements are the responsibility of the party signing this agreement. The Library will provide a list of Authorized Technicians but is unable to accommodate last-minute changes in the technical needs of the user's program. Arrangements for computer presentations must also be made one month in advance.**

Please indicate name of Authorized Technician: _____

Equipment Requests (Please specify number of items requested)

Screen (opens to 8' x 20') _____ 2 Slide Projectors _____ (only 80-slide carousels with plastic-mount slides are acceptable) Wireless Neck Microphone _____ Internet/computer Hookup _____ DVD player _____ Laser Pointer _____ CD player _____ Audiocassette Player _____ Lectern _____ Remote Microphone _____ Additional wired microphones (3 available) _____ 8' x 4' tables (in foyer) _____ (on stage) _____ Chairs (in foyer) _____ (on stage) _____

Permission to use Steinway Concert Grand and Upright pianos must be obtained from the *Friends of the Library* (user must pay an additional charge for authorized tuner). **The Steinway is a permanent fixture on the stage and cannot be moved. Call (203) 622-7938 for more information.** There are four light settings available for use in the Cole Auditorium which will suit most purposes, and said light positions and settings cannot be altered.

Also available: Wireless headphones for the hearing impaired, wheelchair access, Green Room. *Arrangements for special equipment must be made in advance during Library business hours. There is no phone in the facility* and no message service is provided. Telephone messages will be taken for attendees only in emergency situations. Storage of materials before or after the reserved time is not allowed. The Library may refuse future use if the user fails to meet all Library requirements.

USE BY INDIVIDUAL? IF YES, NAME: _____

USE BY ORGANIZATION? IF YES, NAME: _____

TAX ID NUMBER (IF APPLICABLE): _____

Will this meeting be open to the general public? *Circle one:* Yes No
Will an admission fee be charged? *Circle one:* Yes No
Will refreshments be served? *Circle one:* Yes No
If yes, what kind of refreshments?

Library Café: You can order coffee, tea, cold drinks, bagels, muffins and more for your gathering. For information, call Elton at 203-622-7929.

Date of Meeting: Day of Week: _____ Date: _____

Hours room will be needed (*including set-up & clean-up time*): _____

Time Program Begins: _____ Number of People Expected: _____

Many non-Library sponsored meetings are open to the public. Short event details will be listed on our online public calendar. *Publicity of a non-library sponsored event is not the responsibility of the Library.*

EVENT TITLE: _____

PERSON RESPONSIBLE FOR PROGRAM: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE: _____ FAX: _____

EMAIL: _____

Permission to use is confirmed when Library has received the signed use agreement. The Library reserves the right, at its sole discretion, to cancel any arrangements at any time, should the need arise, including but not limited to the need to use the auditorium for Library internal use or Library sponsored events which the parties acknowledge and agree take precedence over all other uses or events. This agreement in no way constitutes Library endorsement of organizations using the facilities, or the content of their programs.

The person signing this form must attend the event and is responsible for the observance of the Greenwich Library "Meeting Facilities Policy Statement." No date shall be considered confirmed until this form is signed below; your date may be confirmed by e-mail.

The following legend must prominently appear on any sign, advertisement, invitation or other notice or announcement of an event to be held in Greenwich Library Meeting Facilities:

"This event is neither sponsored nor endorsed by Greenwich Library"

Anyone violating these conditions may be asked to leave and/ or denied future use of the facilities.

This agreement is the sole and exclusive statement of the agreement between the parties and no other oral agreements shall be of any force or effect. This agreement may only be modified in a writing signed by both parties, except that, the library may terminate this agreement and the right to use the room by notice to the user, responsible person or sponsoring organization.

Your signature

Library representative signature

Date

Date