

Meeting Room Use Agreement: Greenwich, Byram Shubert, Cos Cob Libraries

The Library maintains its facilities primarily for library-related programs. These programs may be sponsored or co-sponsored by the Library in order to further its mission to provide educational and informational opportunities for the community. When the Library facilities are not needed for library-related programs, they may be used, provided that a completed and signed Use Agreement is entered into with the Library. Granting permission to use library facilities does not constitute an endorsement of the group's policies or beliefs by the Greenwich Library or the Town of Greenwich.

Unless approved by the Public Relations Officer, use of Library Meeting Facilities 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 Library Meeting Facilities by an individual or an organization for 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.

All who use the facilities must agree to leave them in the condition they find them. Failure to comply with Library regulations will result in loss of privilege. Although refreshments may be served, all clean-up is the responsibility of the user. Kitchen facilities are not available in the Main Library Meeting Room. Arts and crafts projects are not permitted in the Meeting Room. Byram Shubert and Cos Cob libraries have small kitchenettes.

There is no usage charge for non-profit organizations. A \$100 fee, for up to four hours of use, is charged to businesses and to those who charge admission to their programs.

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.

Publicity

PLEASE NOTE: To enable the Library to ensure compliance with all aspects of its Meeting Facilities Policy, the user shall submit any flyers, posters, press releases, radio releases or other publicity announcing the meeting; failure to prominently include the phrase: "This event is neither sponsored nor endorsed by Greenwich Library" could result in room cancellation. While 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. Initial here: _____

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 will not give out information about meetings and the Library telephone number may not be used.

Signage

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 rental client may take place solely within the restricted areas of the rented space and with the approval of the Greenwich, Byram Shubert, and Cos Cob Libraries. No signs or other materials may be affixed to the walls in or outside the meeting room.

Alcoholic Beverage Policy

Beer and wine may be served in Library meeting rooms only if the Sponsoring Organization, Sponsoring Individual or a licensed catering/serving vendor obtains liquor liability or host liquor liability insurance coverage satisfactory to the Library. Such insurance shall provide coverage in an amount of not less than \$1,000,000 per occurrence and statutory workers' compensation coverage for the Sponsoring Organization and/or catering/serving vendors. A certificate of insurance or other satisfactory evidence of such insurance must be provided to the Library at least one month prior to the meeting. Any Sponsoring Organization or Sponsoring Individual that elects to serve beer and wine on Library property shall be solely responsible for complying with all applicable laws, including laws prohibiting the provision of alcohol to minors. No alcoholic beverages may be provided by the Sponsoring Organization or Individual on Library property other than in compliance with this policy. In addition, under no circumstances may individuals attending an event at the Library bring alcoholic beverages to a Library meeting room, and it shall be the responsibility of the Sponsoring Organization or Individual to enforce this policy.

Reserving the Room

The meeting room may be reserved by calling Lily Stevenson at 203-622-7981. The Byram and Cos Cob Community Rooms may be reserved by calling the branches at 203-531-0426 (Byram) and 203-622-6883 (Cos Cob). Your event will be confirmed after you return a completed Meeting Room Use Agreement. We cannot hold space.

Since the meeting rooms are available for use during Library hours, we recommend making requests at least one month in advance. Requests may be made up to four months in advance. Library sponsored events receive priority in scheduling.

Equipment

There is no phone available. Telephone messages will be taken for meeting room attendees only in emergency situations.

Though there is a screen available, **the Library does not provide any equipment for film or computer presentation. Staff is not available to assist in bringing materials to the room.** Storage of materials before or after the reserved time is not allowed.

Greenwich Library

The Meeting Room, located on the second floor, is available **weekday evenings between 5:30 and 8:30 p.m., Saturday between 9 a.m. and 4:30 p.m., and Sunday between 1:00 and 4:30 p.m.** Under no circumstances may meeting participants remain in the building after closing time. **The central table is a permanent fixture and may not be moved under any circumstances.** It seats approximately 25 people comfortably. Additional chairs may be set up in the room for a total of 50 people in the room. The user is required to monitor the number of people present and under no circumstances shall that number exceed 60. The room contains stack chairs (in the closet), a portable podium, an easel flipchart and a viewing screen, all available for use. However, custodians and staff are not available to assist with moving of chairs or with room equipment and **users are required to return the room to its original condition.**

The Branch Libraries at Byram Shubert and Cos Cob

The meeting rooms at these locations may be used after hours, as well as during library hours, by arrangement with the staff. Advance registration with the staff by a responsible party is required. A key to the separate meeting room entrance will be issued and must be returned the following morning. There will be a replacement charge for lost keys. The rooms seat approximately 60 and contain tables, chairs, a screen, and an easel flipchart. To reserve, phone the Byram Shubert Library at 203-531-0426, and the Cos Cob library at 203-622-6883.

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?	<i>Circle one:</i>	Yes	No
Will an admission fee be charged?	<i>Circle one:</i>	Yes	No
Will refreshments be served?	<i>Circle one:</i>	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: _____

ROOM LOCATION: Greenwich Library _____ Byram Shubert _____ Cos Cob _____

FEE: \$100 _____ FEE WAIVED _____

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 contract. 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 Meeting Room for Library internal or Library sponsored events, which the parties acknowledge take precedence over all other events and uses. 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