

# Vose Building Use Policy

## 1.) Acceptable use

- a. The facilities manager, designated by the board, or an alternate designated by the board president or vice-president will be in charge of the building use applications, fees and maintaining facility use entries on the library master calendar.
- b. Any facility use must be consistent with the library mission. Consistency shall be determined by the library board's designated facilities manager.
- c. Building use is intended for educational and cultural uses.  
Some guidelines are:
  - No private parties
  - No group parties
  - Uses only by not for profit groups, unless cosponsored by the library
- d. In all instances, the library board reserves the right to reject applications without explanation or justification.
- e. The library board further reserves the right to terminate any program in progress without explanation or justification.

## 2.) Frequency of use by others

- a. Building (facility) use is intended to be on a one-time or a specific short series basis, not to exceed 8 weeks.
- b. There will be no regularly scheduled, ongoing uses that are not sponsored or cosponsored by the library.
- c. Review of applications for programs that will exceed two sessions will be reviewed/approved by the full board.

## 3.) Scheduling

- a. Building use shall be scheduled through the master calendar for the library.
- b. The master calendar will include library events, board and committee meetings and any other scheduled facility uses.
- c. The master calendar will be regularly updated by the designated facilities manager.
- d. Uses should be scheduled at least two (2) weeks in advance by filing an application and deposit with the facilities manager.
- e. Unless cosponsored by the library, uses must be scheduled outside of library open hours.

## 4.) Clean-up & Damages

- a. Groups will be responsible for leaving the facility clean and damage-free and are responsible for removing all their equipment at the conclusion of their program.
- b. It is suggested that the majority of food and drink should stay confined to the tiled lobby.
- c. Fire exits must not be blocked at any time with furniture, etc.
- d. Folding chairs (40) and tables (3) are available for use.
- e. All furniture, furnishings, etc. must be returned to their original positions.

## 5.) Use fees

- a. The library charges a use fee, based on the size of the group, to cover operating costs for uses not sponsored by the library.
- b. A deposit will be due at the time of application for use.
- c. If the application for use is rejected, all deposits will be refunded by the board treasurer, in a timely manner.

## 6.) Document retention

- a. Documentation of facility usage-applications, etc., must be retained by the library for at least four (4) years.

## 7.) Responsible party

- a. Each group must have a responsible party who will sign the application, coordinate with the library facilities manager and will ensure that the building use regulations are followed.

## 8.) Library representative

- a. There shall be a library representative, designated by the library, during any facility use.

## 9.) Indemnity

- a. All users must promise to indemnify the library and its board regarding any loss, real or personal, including contents and any claim for personal injury.

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## Schedule of Fees

Cosponsored events are free of charge. Donations appreciated.

Minimum fee: \$10/hour when a host is needed, or \$1 per person when group includes a library volunteer to host

For class series: \$10 per class or 10% of gate, whichever is greater

For large groups over 10 people: \$10 per hour plus \$1 per person

Extra cleaning charge: \$40 fee will be charged if the building needs extra cleaning afterwards

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## Building Use Application

Date and time of requested use:

Group or organization requesting use:

Contact information:

Type of use (e.g. meeting, presentation, workshop, class series, etc.):

Estimated attendance:

Name of a library representative, if you have one (if not, you will be given one):

I have read and agree to the Building Use Policy.

Name of responsible party:

Signature of responsible party: