

APPLICATION FOR USE OF THE SCHAFFNER WING

DATE: _____

NAME OF GROUP: _____

NAME AND TITLE OF PERSON RESPONSIBLE: _____

ADDRESS: _____ TELEPHONE: _____

PURPOSE FOR USE OF ROOM: _____

DATE AND HOURS FOR WHICH ROOM IS REQUESTED: _____

ANTICIPATED NUMBER IN ATTENDANCE: _____

IS MEETING OPEN TO THE PUBLIC? _____

WILL ADMISSION BE CHARGED? _____ HOW MUCH? _____

FUND RAISING? _____ FOR WHAT ORGANIZATION? _____

TO COVER EXPENSES? _____ OTHER? _____

WILL FOOD AND REFRESHMENTS BE SERVED? _____ WHAT KIND? _____

WILL LIBRARY PROJECTOR AND SCREEN BE NEEDED? _____

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We have read and agree to abide by the General Policy and Responsibilities governing the use of the Schaffner Wing.

GROUP: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

ADDRESS: _____ TELEPHONE: _____

.....

We acknowledge receipt of the Library key and agree to return it within 24 hours.

SIGNATURE: _____ DATE: _____

TELEPHONE: _____

COMMUNITY ROOM RESPONSIBILITIES

A group using the Schaffner Wing on a day when the Library is open is responsible for clean up, including vacuuming of the meeting room, the kitchen, hallway, and restrooms before noon of the next day. Groups meeting in the evening when the Library is closed must clean up before noon of the next scheduled opening of the Library. Any food or refreshments must be cleaned up and removed from the building immediately following the meeting. A vacuum cleaner is supplied by the Library.

The group using the Schaffner Wing is to appoint one of its members to be responsible for properly securing and locking the Schaffner Wing following the close of the meeting.

Special equipment and the set-up of the Schaffner Wing must be provided by the applicant, with the approval of the Library.

All damaged or lost equipment and/or furnishing must be repaired or replaced by the user. The decision to replace or repair, and the expense determination, will be made by a Library representative.

The Library assumes no responsibility whatever for lost articles or for the damage to any property, placed temporarily in the Library in connection with a program; further, the Library shall be expressly released and discharged from any and all liability for any loss or damage to property which may be sustained during or by any reason of a program held on the Library's premises.

Equipment, supplies or materials belonging to any group may not be stored anywhere in the Library building for an unreasonable time either before or after the scheduled use of the Schaffner Wing.

Use of Library Equipment:

If the Library projector is used, it must be used on the premises, and an experienced projectionist must be supplied by the group. The Library will not supply any special equipment not owned by the Library. Additional furniture or equipment to be brought into the building is the responsibility of the group and must have prior approval from a Library representative.

These regulations governing the use of the Schaffner Wing may be reviewed and revised at any time.

USE OF THE SCHAFFNER WING

General Policy

The Schaffner Wing is available for meetings of educational, cultural or civic groups, provided they are sponsored by a resident of Pound Ridge or approved by the Library. Use of the room for political or religious purposes, for memorial services, or for personal or private services (such as birthday parties) is prohibited. Groups using the room are requested to pay a fee of \$60 to help defray the cost of the Library's maintenance (e.g. lighting, heat/air-conditioning). When refreshments are served, there will be an additional \$10 fee for library expenses and maintenance (e.g. kitchen area, appliance use).

The Library retains priority for the use of the Schaffner Wing.

Those wishing to use the Schaffner Wing must apply in writing.

The number of persons using the Schaffner Wing shall not exceed a maximum of 100. The use by a group of less than ten is to be discouraged.

Smoking is strictly prohibited on the premises. The group must see to it that this rule is observed and enforced at all times. Food or refreshments may be served with prior approval.

If a meeting is to take place while an exhibit is on display in the Schaffner Wing, the group is to designate one of its members as marshal to police and make sure that no damage or loss to items in the exhibit occurs. The responsibility of its marshal shall continue until all have left the meeting, and the Library building is closed. Failure to specifically assume this responsibility may cause the denial of the use of the Schaffner Wing during the exhibit.

No admission may be charged unless approved by the Library.

The Trustees of the Pound Ridge Library District reserve the right to refuse any application without being required to state any reason thereof, and also to terminate any meeting not conducted in accordance with the preceding rules or any special rules agreed upon, and to cancel any permit when it is deemed to be in the interest of the Library to do so.