

XIII. Policy on Auditorium Usage and Reservations

The Nancy Howe Auditorium serves as the center for cultural and educational programming at the library. When not being used by the library, the space is available to both businesses and not-for-profit community groups.

Use of the auditorium does not imply an endorsement, support, or co-sponsorship by the library of the activities that take place in the auditorium or of the beliefs of the groups using the auditorium.

AUDITORIUM AVAILABILITY

1. The auditorium is available to not-for-profit community groups on a first come, first served basis. The auditorium is also available to businesses within Allegany County, so long as it is for informational purposes and the public is not invited to attend. The transaction and/or marketing of products and/or services for money are not permitted.
2. All not-for-profit groups have an equal right to use the auditorium after completing the application form. Not-for-profit groups take precedence over businesses when reserving the auditorium. Generally, no group will be allowed exclusive rights to a specific day or meeting time. The library reserves the right to reassign reservations or cancel reservations within a timely manner.
3. Reservations for the Nancy Howe Auditorium may be made by calling the Library Director at (585) 593-3410. Reservations are made by the Library Director only and can be made six months in advance.

FEES

Below are the fees charged to not-for-profit community groups and businesses for the Nancy Howe Auditorium. Fees are subject to change at the beginning of each library fiscal year.

The library requires a \$50 security deposit from any organization requesting a reservation 60 days prior to a specific date. If an organization chooses to cancel their reservation date, they must do so 30 days prior in order to receive a full refund. All reservations cancelled following the 30 day deadline are non-refundable. Security deposits will be applied to an organization's final invoice.

	Security Deposit	Rental Fee/Hour
Not-for-profit	\$50.00	\$35.00
Businesses	\$50.00	\$50.00

Hourly rental fees include all hours the auditorium is occupied. This takes into account the time required to setup for an event, the time of the event and the time needed to clean-up after an event. Fees charged by the library are strictly used to offset expenses incurred by the library, maintain building conditions and staff the auditorium. Not-for-profit organizations who would like to request a waiver or reduction of fees may do so by submitting a request in writing to the Library Board.

REGULATIONS

1. All individuals and groups must comply with the "Rules of Conduct" policy of the library. (A copy of the "Rules of Conduct" policy is provided with this *Policy on Auditorium Usage and Reservations*)

2. No alcoholic beverages may be served without the library director's and library board's permission. Groups are responsible to obtain all necessary permits to dispense and/or sell alcoholic beverages. Failure to obtain and present permit will result in loss of meeting room reservation and/or ability to distribute alcohol.
3. All event advertising for groups holding fund-raisers at the library or auditorium must be clear who the fund-raiser benefits, and specifically state in small print, "This is Not a Fundraiser for the David A. Howe Public Library."
4. Occupancy for the auditorium is 300 people. All groups must comply with occupancy requirements. Any violations will result in a \$100 fine, which will be applied to an organization's final invoice. Occupancy violations may also result in suspension of future auditorium use.
5. Children's groups (Under the age of 18) must be supervised by adults.
6. Groups are responsible to leave the auditorium in its original condition on the day of and immediately following the reservation. Any damage to the auditorium will be assessed and billed to the group by the library.
7. No selling, solicitation, or taking of orders may occur anywhere on library property without permission of the library board. Performers may sell intellectual and creative property with prior approval from the Library Director.
8. No admission may be charged unless it is a fundraising event for a not-for-profit community group. The library director's and/or library board's permission is required.
9. All equipment, props and stage materials used by or manufactured by an organization must be assembled within the designated area outlined by the Library Director. Glue, tape, paint and any other item that can permanently adhere is not allowed on the stage of the auditorium.
10. All equipment that is marked and owned by the David A. Howe Public Library must stay in the auditorium. Equipment including: speakers, microphones, monitors, light fixtures and accessories may not leave the building or be borrowed.
11. Use of sound and light equipment must be approved by the Library Director and is the responsibility of a designated group representative. The group should anticipate, within reason, the equipment needed and request that equipment from the Library Director. Fees will be assessed and billed by the library for any equipment damaged by an organization.
13. Food and drink is not allowed in the viewing area of the auditorium. Food and drink may be allowed in the auditorium lobby and the outside forecourt. Food and drink in the backstage area will only be allowed with approval from the Library Director.
14. The library is not responsible for any items damaged or stolen. All items are left in the auditorium at the owner's risk.

15. Any group using the auditorium must have a contact person who assumes responsibility for the group and is present when the group occupies the auditorium. This responsibility may be delegated to another responsible adult. The Library Director must have contact information for both group representatives.

16. The library holds a general building and liability insurance policy that protects the library from financial hardship in the event of injury and emergency. This policy does not protect the interest of other organizations, their employees, volunteers or other representatives of the organization. Individual organizations are responsible for obtaining their own insurances to protect them from liabilities. The library reserves the right to request proof of insurance from individual organizations prior to auditorium reservations. When making a reservation for the auditorium, an individual organization takes full responsibility for obtaining proper insurance to protect themselves and their organization.

17. No reservation dates are guaranteed until a deposit is made and this Policy on Auditorium Usage and Reservations are signed by the library and the organization wanting to use the auditorium.

18. A signed copy of this policy by the library and the not-for-profit community group and/or businesses will act as a legal binding agreement between the library and the organization reserving the library's meeting rooms and/or Auditorium.

The undersigned has read, understands and agrees to abide by the library's *Policy on Auditorium Usage and Reservations* as well as any other policy that has been established to govern the David A. Howe Public Library. The organization(s) and its representatives listed below are legally and financially liable for all agreed terms within this document. Two signatures are required of the organization.

Auditorium Occupant (Group Name)

Signature of Group Representative

Print Name

Date

Signature of Group Representative

Print Name

Date

Library Director

Date

Date(s) and Time(s) of Requested Auditorium Use:

Purpose of Auditorium Use:

Special Needs (Equipment, Technical, etc.)

GROUP'S BILLING INFORMATION

MAILING ADDRESS

Street Number and Name

Care of

City, State, Zip

Phone Number (Day time contact)

email address

**Adopted February 9, 2009 by the David A. Howe Public Library Board of Trustees.
Amended October 15, 2012, December 28, 2016.**