

Application for Use of West Haven Library System Facilities

Please hand in completed applications and all relevant fees and/or documents to Taylor Cordova for use of the Main Library space or Rebeca Wilson for use of the Ora Mason Library space

Renter Information:

Event Representative/Contact Person: _____

Street Address: _____ City/State: _____ ZIP Code: _____

Telephone: _____ Email: _____

Description of Event: _____

Date(s) of Event: _____ Start/End Time of Event: _____

Estimated Attendance: _____ Minors Present? Yes _____ No _____

**Note that unattended children are not allowed in the library (see Agreement for Use of Library Facilities)*

Meeting Rooms:

Meeting rooms are subject to availability. Please check the box below to indicate the preferred meeting room:

☐

Main Library, Connie Sacco Room

300 Elm Street, West Haven, CT 06516

Contact:

Taylor Cordova

tcordova@westhavenlibrary.org

203-937-4233 ext. 4503

Hours of Operation:

Monday, Friday & Saturday: 9:30 am – 5:00 pm

Tuesday – Thursday: 9:30 am – 8:00 pm

☐

Ora Mason Branch, Community Room

260 Benham Hill Road, West Haven, CT 06516

Contact:

Rebeca Wilson

rwilson@westhavenlibrary.org

203-933-9381 ext. 4530

Hours of Operation:

Monday: 12:00 pm – 8:00 pm

Tuesday – Friday: 9:30 am – 5:00 pm

Room Set-Up: _____

Equipment: Which of the following are needed for the requested event (please check all that apply):

Sound System: _____ DVD Player: _____ Projector: _____ Computer: _____

**Equipment will be operated by Library personnel only.*

Renter Signature: _____ **Date:** _____

Facilities Requirements & Fees:

All rental fees are listed below and are payable by Cash, Money Order, MasterCard, or Visa. The refundable security deposit is a separate payment and must be a check. If paying with a Money Order, please make payable to: **West Haven Public Library**. All payments (fees and the security deposit) must be given to the library **seven to fourteen days prior to the event**.

- Partial hours are not prorated.
- Time required for set-up and break-down shall be included in the time charged.
- The renter is required to leave the room as it was found, and trash placed in the containers provided.
- The custodial fee covers room set-up, trash removal, vacuuming, cleaning of bathroom, etc.
- The security deposit is refundable pending room inspection after the event (*see page 4 for details*)

Check off the box that applies to the requested event:

Private Event (birthday party, baby shower, etc.) ☐	For-Profit Organization ☐	Non-Profit Organization with current 501(c)(3) ☐
Rental fees apply	Rental fees apply	Exempt from rental fees, must submit a current 501(c)(3) registered with the State of Connecticut
Monday – Friday – Up to 4 hours: \$100.00		Security Deposit: \$150.00
Monday – Friday – Each additional hour: \$37.50/hr		<i>*Only applicable if serving/providing food</i>
Saturday – Up to 4 hours: \$150.00		
Saturday – Each additional hour: \$50.00/hr		
Custodial Fee: \$100.00		
Security Deposit: \$150.00		

Rental Fees:

Fee \$_____ per day for _____ days \$_____

Fee \$_____ per hour for _____ hours \$_____

\$100.00 custodian fee \$100.00

\$150.00 security deposit as a separate payment \$150.00

Total: \$_____

Agreement for Use of Library Facilities

The library shall reserve the Library Facilities for the Renter upon 1) the signed submission of this *Application for Use of West Haven Library System Facilities* and any relevant documentation, 2) the execution of the *Agreement for Use of Library Facilities*, and 3) the payment of all fees (when applicable)

Facility Rules and Conditions

- The renter and all attendees agree to the terms and conditions of the West Haven Public Library and all of their policies.
- Failure to follow the Customer Code of Conduct may result in violators being asked to leave.
- The person in charge of the event is required to check in before the event, provide a headcount of the number of participants, and check out with staff before leaving. They must also be available to the West Haven Public Library staff for the duration of the event.
- The use of nails, tacks, scotch tape, duct tape, or staples is not permitted. ONLY mounting or poster putty may be used, and it must be removed immediately after use. Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside or outside the facility.
- Rice, birdseed, confetti, hay, straw, sand, and glitter are not permitted.
- Alcoholic beverages of any kind are prohibited.
- No red punch is allowed in any carpeted area of the library.
- Renters are encouraged to use lids on cups to avoid carpet stains, which may result in a full or partial withholding of the security deposit.
- Parking availability is not guaranteed and may be limited.
- Neither the West Haven Public Library nor the Village Improvement Association, LLC are responsible for lost or stolen items, items delivered before the event, or items left behind after the event.
- Sitting or standing on tables is not permitted. Renter will be fully responsible for any damaged furniture.
- Subleasing is not allowed.
- Renter is responsible for securing all required permits and must present copies of permits to West Haven Public Library staff at least 21 days prior to the rental date.
- The fire code does not permit any open flame devices except those needed for food preparation. No smoke/fog machines are allowed.
- All renters are required to follow safety rules for public buildings. Occupants will be required to evacuate in the event of a fire alarm. The renter will forfeit the entire security deposit in the event that a fire alarm is triggered as a result of the rental party or any group hired by the renter.
- Rental time must include your set-up, break-down, and clean-up time.
- Children (ages birth to 12) are not allowed outside rented spaces without adult supervision.

Library Closure

A full refund of the security deposit, room rental, and custodian fee will be returned if the library building cannot open the day of the event due to extraordinary circumstances. The security deposit will be available immediately and the room rental fee and custodian fee within four weeks.

Cancellations

Renter must contact the Adult Services Librarian or the Branch Manager if making a cancellation. If the cancellation is made prior to 48 hours before the rental date, a full refund will be returned. If a cancellation is made within the 48-hour period prior to the rental date, \$75.00 will be withheld from the security deposit. With a no-call, no-show, the full security deposit will be retained pending a suitable explanation. **Renters that no-call, no-show three times will no longer be permitted to utilize West Haven Public Library meeting rooms, and all future events for this renter will be cancelled immediately.** All payments except the security deposit will be returned to the renter with a check. This check may take up to four weeks to process.

Security Deposit

A security deposit of \$150.00 is required for all for-profit and private events, and for non-profit events that will be serving or catering food. Security deposits are collected immediately upon receipt, seven to fourteen days prior to the rental date and will be returned up to seven days after the event date if no damages or violations occur. Security deposits will not be returned if your event causes the need for any of the following:

- Cleaning beyond the normal, daily West Haven Public Library maintenance.
- Repairs or replacement due to structural or equipment damage.
- Fire department response due to fire alarm or exceeding room capacity per the Fire Code.
- Police department response due to failure to follow all laws and ordinances, including, but not limited to, the City's sound ordinance and laws related to disturbing the peace.
- The security deposit will be used to pay any additional fees. If fees exceed the amount of the deposit, the renter will be required to pay the additional amount.
- Facility inspections are conducted by West Haven Public Library staff prior to and immediately following the event to determine the condition of the facility, including assembly areas and restrooms.
- Security deposits will be refunded if all the clean-up criteria are met, the rental time was not exceeded, and no damage has occurred.
- West Haven Public Library reserves the right to retain the security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted a material fact in the application.

Renter's Cleaning Responsibilities

- All tables must be cleared of all items upon the end of the rental period.
- The facility should be relatively free of debris and/or spills. If excess trash, food, or spills are left on the floor, the security deposit may be withheld to cover the cost of clean-up.
- All trash must be placed in the receptacles provided. If trash will not fit in the provided receptacles, it must be taken out and placed in the trash dumpsters located behind the building. West Haven Public Library staff will provide additional trash liners if needed.
- All decorations must be taken down and removed from the facility at the end of the rental period.
- All clean-up supplies must be furnished by the renting party or caterer.

Library Programming Policy

Purpose

The West Haven Library (“WHPL”), in keeping with its mission of promoting knowledge, ideas and cultural enrichment, develops and presents programs that provide information, learning and entertainment.

Programming is an integral component of Library services that promotes and complements WHPL’s other services and collections. It supports the WHPL's role as the center of the community. Programs are provided for the interest, information and enlightenment of all residents and aim to represent a wide range of varied diverging viewpoints and will provide access to content that is relevant to the research, independent interests and educational needs of residents. WHPL recognizes the importance of displays and programs as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. This policy provides guidelines for the development, management, and oversight of programs presented by WHPL.

Scope

This policy applies to all West Haven Library programs.

Definition

A library program is defined as a library-sponsored event or activity designed to provide the public with educational, informational, entertainment, or cultural experiences, free and open to all. These planned events serve to introduce attendees to library resources, meet specific community needs, and support the library's mission as a community and cultural center.

Roles and Responsibilities

The Village Improvement Association (VIA) delegates development, presentation and oversight of programs to the Executive Director and staff.

The Head of Adult Services, Branch Manager, and the Head of Children & Teen Services are accountable for planning, scheduling and implementation of programs for the library.

Designated Library staff are responsible for the development, coordination and supervision of WHPL programs. The final responsibility for the library program is held by the Executive Director, but day-to-day responsibility is shared by library employees throughout the library that are professionally trained to curate and develop programs.

Attendees are responsible for complying with West Haven Library's Code of Conduct Policy.

Procedures

1. **Program Selection:** The Library strives to present programs that are educational, informational, cultural or recreational and avoids programs that do not meet these standards. Topics, content and timing of West Haven

Library programs are developed with consideration of available resources and keeping community needs and interests in mind. Program selection is based upon the suitability of topic, format and intended audience. A program will not be excluded because its topic may be regarded by some as controversial. WHPL sponsorship of a program does not constitute or imply an endorsement of the content or of the presenter of the program. The library provides programs created or curated by librarians or staff members of the public library as well as allowing displays and programs created by members of the public or community groups and exhibited in the public library.

- a. West Haven Library programs must have educational, informational, cultural or recreational value to the community. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by WHPL.
- b. Programs that support or oppose any political candidate or ballot measure will not be approved or offered by West Haven Library. However, educational programs, such as candidate forums that include invitations to all recognized candidates, may be offered.
- c. Programs that support or oppose a specific religion will not be approved or offered. Programs are planned to be inclusive of all cultures and of all religions and no religion. West Haven Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of WHPL patrons.

2. Program Development, Coordination and Supervision: West Haven Library programs may originate from Library staff, partnering institutions or members of the public. In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending upon the timing and venue of the program. All programs sponsored or co-sponsored by the West Haven Library, however, must abide by this policy regardless of where they are hosted.

3. Program Access: West Haven Library programs are free and open to the public on a first-come, first-serve basis. Registration may be in advance online or at the door. For programs targeted to a specific audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come first-serve basis, limited to those individuals as the West Haven Library deems appropriate. Any individual requiring accommodation to participate in a WHPL program should contact the Library two weeks prior to the program using the Accessibility Accommodation Request Form.

4. Virtual Program Delivery: Some West Haven Library programs may be offered using a Library-approved virtual meeting platform (such as Zoom) that registered patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run at the physical

Library as well as programs that are offered only virtually. While hosting the virtual program, West Haven Library staff, partnering organizations, and program facilitators will follow industry standard best practices for virtual events.

Some virtual programs may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program.

Live virtual programs require advanced registration. Registered participants will receive via email a link to log on to the program and must not share that link with others. Information collected during the registration process will be used only to communicate information about that program or to confirm eligibility to participate in that program.

Patrons attending virtual programs are expected to adhere to the West Haven Library's Code of Conduct Policy and failure to do so may result in their immediate removal from said program. The West Haven Library will make all reasonable efforts to ensure the digital security of virtual events; however attendees must understand that all online activity carries some degree of risk.

Patrons are required to provide their own equipment and internet connection to attend virtual programs. The West Haven Library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software but makes no guarantee that every patron will be capable of accessing every WHPL program successfully. Nor can the West Haven Library guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

5. Program Materials: Books, CDs, DVDs or other ancillary materials related to the content of a program may be offered for sale at a WHPL program as a convenience to attendees.

6. Program Evaluation: To provide the highest quality and most useful programming, West Haven Library staff will gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all or almost all programs. Outcomes, such as how well the content of a program helped attendees learn about the program's topic, will be gathered at times when such data is required for grant reporting or would be helpful in evaluating a new program topic or format.

7. Procedures for the Questioning of Library Programs by Patrons:

The West Haven Library limits consideration of requests to reconsider material, displays or programs to individuals that are residents of West Haven. Please see our Material Review and Reconsideration Policy and reconsideration form for further information on this process.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

FOR LIBRARY USE ONLY

Date Application Received: _____

Certificate of Insurance Required: _____ Police or Fire Dept. Chaperones Required: _____

Vender Hired: _____ Permit/Identification Number: _____

Room Rental Payment Received:

Yes/No/NA: _____ Date Received: _____ Payment Details: _____

Security Deposit Received:

Yes/No/NA: _____ Date Received: _____ Payment Details: _____

Custodian Fee Received:

Yes/No/NA: _____ Date Received: _____ Payment Details: _____

Pre-Event Room Evaluation

Status of Room: _____

Name of Staff Inspecting the Room: _____ Date of Inspection: _____

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Status of Room: _____

Name of Staff Inspecting the Room: _____ Date of Inspection: _____

Notes / Additional Details:
