

# Application for Use of West Haven Library System Facilities

Please hand in the completed application to: Taylor Cordova ○ 203- 937-4233 ext. 4503 ○ [tcordova@westhavenlibrary.org](mailto:tcordova@westhavenlibrary.org)

## **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 indicate below the preferred meeting room:

<p><b>Main Library, Connie Sacco Room</b> 300 Elm Street, West Haven, CT 06516 <b>Contact:</b> Taylor Cordova <a href="mailto:tcordova@westhavenlibrary.org">tcordova@westhavenlibrary.org</a> 203-937-4233 ext. 4503</p> <p><b>Hours of Operation:</b> Monday – Thursday: 9:30 am – 8:00 pm Friday – Saturday: 9:30 am – 5:00 pm</p>	<p><b>Ora Mason Branch, Room 1 &amp; Room 2</b> 260 Benham Hill Road, West Haven, CT 06516 <b>Contact:</b> Maria Tonelli <a href="mailto:mtonelli@westhavenlibrary.org">mtonelli@westhavenlibrary.org</a> 203-933-9381</p> <p><b>Hours of Operation:</b> Monday: 12:00 pm – 8:00 pm Tuesday – Friday: 9:30 am – 5:00 pm</p>
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Meeting Room: \_\_\_\_\_ 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: \_\_\_\_\_

Other: \_\_\_\_\_

*\*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. 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	
All meeting rooms: Mon – Fri – Up to 4 hours:	\$100.00	Security Deposit: <i>*Only applicable if serving/providing food</i>	\$150.00
All meeting rooms: Mon – Fri – Each additional hour:	\$37.50/hr		
All meeting rooms: Saturday – Up to 4 hours:	\$150.00		
All meeting rooms: 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:** \$ \_\_\_\_\_



## Public Meeting Room Use Policy

The West Haven Public Library encourages the public use of meeting rooms and views their use as an extension of library services in which residents can gather and participate in events for public enjoyment, education, and civic engagement. Permission to reserve and use a meeting space does not constitute an endorsement by the library of the group's beliefs, point of view, or purposes.

### **Priority & Eligibility**

Meeting rooms are available for non-profit, for-profit, and private groups in New Haven County. Renters must fill out and submit an *Application for Use of West Haven Library System Facilities* in order to reserve a meeting space. If applicable, a fee must also accompany the completed application.

Library and library-sponsored programs, events, and activities take priority over outside requests for use of the meeting rooms. The Executive Director reserves the right to deny a reservation for a meeting space should they deem the event to be malicious to another group or inappropriate for a public building.

### **Availability**

Meeting rooms are only available to the public during the library's operating hours. Rooms are available on a first-come, first-served basis up to two months in advance and no less than 14 days ahead of time. Up to three meeting room reservations per month per renter is allowed. The library reserves the right to limit use where the demands for meeting space so require.

### **Use**

The library's meeting rooms are to be used in accordance with policies and procedures relating to the use of library facilities, including the West Haven Public Library's Code of Conduct. Community events held at library locations must occur during regular library hours and may not be used to raise funds for either fundraising or

commercial purposes. No admission, membership, donation, or other fees may be charged to individuals attending events, and no products or services may be advertised, solicited, or sold. Meeting rooms may be monitored by security cameras or security guards when necessary.

### **Publicity**

The name of the library may not be used in any publicity for non-library sponsored events, except to designate the meeting location. The library may not be identified as a co-sponsor of a meeting, nor may the library logo be used without prior written approval from the Executive Director. The library reserves the right to review and request changes to any promotional materials that the renter intends to issue in connection with its use of the library's meeting rooms. All publicity concerning the meeting or event is the responsibility of the renter.

### **Delegation**

The Executive Director and Library Board have full authority to grant, refuse, or revoke permission to use the meeting rooms, as well as make exceptions to this policy as deemed appropriate.

## **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*, 2) the execution of the *Agreement for Use of Library Facilities*, and 3) the payment of the security deposit (when applicable).

### **Facility Rules and Conditions**

- The renter and all attendees agree to the terms and conditions of the West Haven Public Library.
- 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, and will not be responsible for any items delivered before or left behind after an 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. Clean-up is defined as removing any garbage and food remains.
- 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. 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 of 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 for 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.
- The West Haven Public Library reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted a material fact in the rental 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.
- 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.

**FOR LIBRARY USE ONLY**

Date of Request: \_\_\_\_\_

Certificate of Insurance: Required \_\_\_\_\_ Not Required \_\_\_\_\_ Date Received \_\_\_\_\_

Caterer: \_\_\_\_\_ Caterer License Food Permit: \_\_\_\_\_

Police Officers or Fire Marshal Chaperones: Required \_\_\_\_\_ Not Required \_\_\_\_\_

Security Deposit received, if required:      Yes \_\_\_\_\_      NA \_\_\_\_\_

Room rental payment is received:              Yes \_\_\_\_\_      NA \_\_\_\_\_

Custodian fee received:                              Yes \_\_\_\_\_      NA \_\_\_\_\_

Name of library staff inspecting room prior to event: \_\_\_\_\_ Date inspected: \_\_\_\_\_

Name of library staff inspecting room following event: \_\_\_\_\_ Date inspected: \_\_\_\_\_