

FACILITIES POLICY AND AGREEMENT FORM

The library facilities are provided to further the mission of Prince Memorial Library as adopted by the Advisory Board; priority use will be granted to Prince Memorial Library sponsored events. All activity in the Prince Room shall comply with established Library policies. All agreements to use the room are temporary, revocable, and conditional. Prince Memorial Library reserves the authority to revoke agreements in its sole discretion at any time for any lawful reason prior to expiration without penalty or liability, and to impose conditions upon the agreement in the public interest.

Prince Room may be used by:

- Town of Cumberland and North Yarmouth departments
- Public agencies serving Cumberland and North Yarmouth including Cumberland County, and MSAD 51.
- Cumberland and North Yarmouth based charitable and social welfare organizations
- Cumberland and North Yarmouth homeowner's associations
- Cumberland and North Yarmouth sports leagues
- Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public and whose primary purpose is to serve the Cumberland or North Yarmouth community
- Common interest groups (Groups must have membership made up of at least 51% Cumberland or North Yarmouth residents)

1. Library facilities are available to area non-profits, community organizations, and other groups for presenting programs or holding meetings of a civic, cultural, educational, or informational nature during normal library operating hours as follows:

Tuesday through Thursday: 9 a.m. to 8 p.m.

Friday and Saturday: 9 a.m. to 5 p.m.

All meetings must end 15 minutes before the library closes.

2. Facility use requests from groups with purposes other than those listed above will be considered on a case-by-case basis.
3. Prince Room may be booked by verbal agreement over the phone or in person. Reservations for library spaces must be made no more than three months from when the reservation is being made. The Use of Facilities Agreement must be completed and returned to the library at least 48 hours prior to use of the space. Meetings may not proceed until the written agreement has been received.
4. Groups and individuals using library facilities are responsible for any damage to facilities and equipment and will be required to pay for repair and/or replacement of such.
5. Prince Memorial Library has limited parking facilities. Groups and individuals using library facilities for meetings are required to park in the rear area of the library's parking lot, so

library patrons can continue to use the library without being inconvenienced.

6. Use of Prince Memorial Library by individuals being paid for personal instruction is only permitted for the purpose of enhancing the academic achievement of students who live in the towns of Cumberland or North Yarmouth. Paid personal instructors cannot reserve the Prince Room.
7. Personal or family parties such as birthday parties, play dates, baby showers, etc. cannot be hosted at the library.
8. The user shall not use the premises in violation of federal, state, or local law, or any policy, procedure, or lawful requirement of Prince Memorial Library.
9. The library reserves the right to limit attendance in conjunction with an approved use as may be necessary to comply with occupancy limits for the room.
10. The user shall not imply in its advertising or during the meeting/use of the premises that the library has sponsored or supports its meeting/use or group/organization.
11. Neither the name nor the address of the library may be used as the official address or headquarters of a user.
12. No fees, admission or other charges, sales of any kind, or solicitation of funds will be allowed unless the use is by or sponsored by the library.
13. Alcohol, drugs, or tobacco products are not permitted on the premises.
14. No amendment, alteration or addition shall be made to the library's system components (electrical, lighting, network wiring, heating, doors, physical structure or layout) by any user.
15. Fire hazardous materials such as candles, matches, or incense are not permitted on the premises.
16. At no time may fire lanes and emergency exits or handicapped parking spaces and entrances/ramps be blocked by vehicles or other objects.
17. Illegal parking may result in offenders receiving warnings, tickets, or having the vehicle towed at the owner's own expense.
18. Parents or guardians attending an event/approved use of the premises may not leave toddlers and preschoolers unattended in the main library or Children's Area during events. Any older children left in the main library or Children's Area who are disruptive or uncooperative will be asked to rejoin their parent or guardian.

The library reserves the right to:

- Reclaim the use of the Prince Room for library programming with advance notice to the user whenever possible; and
- Relocate a user to the space most suited for its size and function.

The library recognizes and respects the rights of free speech and assembly and will implement this policy in a consistent and viewpoint neutral manner. Permission to use the library space does not constitute an endorsement by the library of the user's philosophy, viewpoint or objectives.

To the extent permitted by law, the library may deny an application for use if:

1. The applicant or the person/group/organization on whose behalf the application for use has damaged Library property on prior occasions and not paid for the damage;
2. The applicant or the person/group/organization on whose behalf the application for use is made has violated the terms of a prior temporary agreement for use of the library;
3. The proposed use would present an unreasonable danger to the health and/or safety of Library patrons, visitors, employees, agents, volunteers, and/or other members of the public;
4. The proposed use is prohibited by law.

The library reserves the right to impose reasonable and actual administrative costs on the user, including, but not limited to, necessary security, clean-up and traffic management costs so that the same are not borne by the library and taxpayers.

Failure to abide by the rules of the Library or other misuse of a Prince Room as well as any misrepresentations in any materials submitted in connection with the application for use of a meeting may result in cancellation or termination of the agreement and may further limit the user's ability to obtain use of the Library Prince Room in the future.

RESPONSIBILITIES

The user is responsible at all times for the observance of fire and safety requirements including but not limited to maintaining all aisles, doorways, and exits free and clear of all obstructions to permit unimpeded emergency access. If applicable, the user must secure any required permits from local or state governing agencies/bodies.

The user is required to have an on-site supervisor who is at least 18 years of age be present at all times during the event/use of the room. Youth meetings require at least a 1:10 adult to child ratio.

Fliers, brochures, or other printed information brought into the library should remain in the Prince Room and be removed from the Prince Room at the end of event/use.

The user is responsible for the behavior of, and damage caused by anyone attending the event/use of the room.

The user is at all times responsible for keeping noise levels consistent with the proper atmosphere of the library.

The user is responsible for set-up and break-down for its event/use in the Prince Room and is required to leave the space as it was found, neat and orderly.

The user must remove all trash from the Library immediately following the event/use and properly dispose of same.

The user must provide written notice of any accident resulting in bodily injury or property damage occurring on Library property or in any way connected with the use of Library property within 24 hours of the accident. The notice must include details of the time, place, circumstances of the accident, and names, addresses and phone numbers of any persons involved and/or witnessing the accident.

The notice should be submitted to:

Prince Memorial Library

Attn: Director

266 Main St

Cumberland ME 04021

The Library and Town assume no responsibility for the safety of any private property brought onto the premises, nor for injury to/death of any persons attending the event/approved use. Any damage to Library property resulting from an event/approved use shall be the responsibility of the user.

USE OF FACILITIES AGREEMENT FORM

Name of Organization: _____

Name of Representative: _____

Address/Telephone: _____

Facilities Requested: _____

Special Equipment: _____

Date and Time Requested: _____

Purpose for Use: _____

The applicant organization’s representative has read and agrees to the Policies and Rules for Use of Library Facilities available online at the library’s website or in person at the library. In addition:

1. The organization and the organization’s representative hereby agree and undertake to save and hold blameless Prince Memorial Library from any and all claims for damages, personal and otherwise, that may arise out of the use of Prince Memorial Library and its property, whether by a member of the above-named organization or by other persons using or enjoying said property, and without regard to whether the damage, personal or otherwise, is brought about or caused by negligence, whether on the part of the organization, the organization’s representative, Prince Memorial Library, or all three.

2. The organization and the organization’s representative will be responsible for and agree to pay for damages done, exclusive of ordinary wear and tear.

3. By signing below, you acknowledge that Prince Memorial Library requests that groups and individuals using library facilities for meetings are required to park in the further reaches of the library’s parking lot and will tell all meeting attendees to do so.

Organization’s Representative

Prince Memorial Library Rep.

Title

Title

Date Filed

Date Approved