

Richmond Free Library
P.O. Box 997
201 Bridge Street
Richmond, VT 05477
e-mail: rfl@gmavt.net, phone: 802-434-3036, fax: 802-434-3223

Use of Space Contract

Name: _____
Address: _____
Phone: _____ E-mail: _____
Date Needed: _____ Times Needed: _____
My organization/group: _____
Room(s) needed (circle) Community Room, Music Room(s): _____
Describe event: _____

The Town of Richmond, the Richmond Free Library Board of Trustees, the Library Director and library employees and volunteers assume no responsibility for loss, theft, or damage of any property of any group or individual using any library space or kitchen facilities and, in addition, assume no responsibility for the personal injury (including death) of any individual using the library or kitchen.

- All library activities have precedence over all other requests.
- All applications should be made at least 10 days in advance. The person responsible and accountable for any damage or loss of property must sign this application. Deposit and any fee are required 3 days in advance.
- The right to authorize use of library facilities shall be retained by the Librarian. Groups larger than 20 require approval from the Board of Trustees.
- The Librarian shall determine if police, fire, or other special services are required. If needed, applicant will secure services at their expense.
- Smoking is prohibited. Animals are prohibited unless approved in writing by the Librarian.
- Use of alcohol is only permitted when catered by an entity separate from the application. Caterers supplying alcohol must provide proof of liquor liability insurance with minimum liability of \$500,000.
- Corridors, exits and stairways must be free of obstructions at all times.
- Vehicles will park in designated areas, and overflow will go to volunteer's Park.
- The individual who applies for the space and any organization they represent shall indemnify and hold the Richmond Free Library harmless of any liability that arises from the use of the space by the applicant.
- The Library Director has full authority to grant, refuse or revoke permission to use the meeting and community rooms.
- All fees are determined by the Librarian or trustees. In general, fees are as follows: recitals \$100, private or commercial functions \$25/hour, and community group meetings \$15/hour.
- Authorization for use of the Library space shall not be considered an endorsement of or approval of the activity, group or organization, nor purposes they represent.
- On exiting, lights must be turned off, heat or air conditioning return to previous settings,

and entry door locked. All areas must be restored in condition it was originally found. Please take trash with you.

- The Library reserves the right to cancel any meeting because of adverse weather conditions or for any other emergency.
- Users of library space must provide their own supplies, materials, refreshments, equipment, etc. The Library can provide tables, chairs, and a screen.

I agree to comply with Richmond Free Library Space Use terms. I agree to pay for repairs or replacement for any damage to, or loss of library property, or expenses incurred, arising from use of space described in this contract.

Applicant Signature: _____ Date: _____

Librarian Signature: _____ Date: _____

\$25 Key deposit (please use check for deposit) _____

Fee (if any) \$ _____