

RICHMOND FREE LIBRARY
Library Policies

Library Facilities

Use of facilities by outside groups is authorized in accordance with the library's *Space Rental Contract*. Use of the library's facilities by individuals or organizations is subject to review and approval by the Library Director or Assistant Director. For more details, see *Space Rental Contract*. Exhibits and displays are also subject to approval by the Director or Assistant Director.

STAFF USE:

\$25 Security Deposit received on _____ Check # _____

Rental Fee due \$ _____ Rental Fee received on _____ Check # _____

Richmond Free Library
P.O. Box 997
201 Bridge Street
Richmond VT 05477
Email: library@richmondvt.gov, phone: 802-434-3036, fax: 802-434-3223

Space Rental Contract

Name: _____

Address: _____

Phone: _____ **Email:** _____

Date(s) Needed: _____ **Time:** _____

Organization: _____

Requesting use of (check): Community Room _____ Mezzanine _____ Piano _____

Describe event: _____

Users are responsible for obtaining opening/closing instructions and door access code IN ADVANCE of rental. On exiting, all closing procedures must be completed or deposit will be forfeited.

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

1. Reservations will not be considered confirmed until receipt of contract and deposit. No reservations will be accepted more than six months in advance.
2. Reservation time should include set-up and clean up time, not just the time of the event/class.
3. The person responsible and accountable for any damage or loss of property must sign this contract.
4. The Library Director shall determine if police, fire, or other special services are required. If needed, applicant will secure services at their expense.
5. Smoking is prohibited. Animals are prohibited unless registered service animals.
6. Consumption of alcohol is permitted only when catered by an entity separate from the applicant. Caterers serving alcohol must provide proof of liquor license and liability insurance with minimum liability \$500,000.
7. Corridors, exits and stairways must be free of obstructions at all times.

8. The Library Director, or their designee, has the full authority to grant, refuse, or revoke permission to use meeting spaces.
9. In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the Library does not limit use of the meeting rooms based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.
10. 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.
11. Video recordings that are protected by copyright laws and are not designated as public domain material cannot be shown to a public audience unless accompanied by Public Performance Rights. No music requiring permissions or royalties will be performed unless rights have been obtained.
12. After use, the rooms must be returned to a clean and orderly condition including sweeping the floor and managing the heat/AC. All furnishings must be returned to their original location. Brooms and Mops can be found in the kitchen. Trash must be removed from the building; all lights must be turned off and the front door securely locked.

FEES

- Private or commercial use (including recitals, concerts, parties, meetings, retreats): \$50/hour (* Piano tuning note below)
- Non-profit groups: \$25/Hour. Reasonable proof of non-profit status may be requested.
- Teachers requesting recurring room rental may inquire about rates.
- Teachers seeking regularly scheduled Music Room sessions may inquire about rates.
- \$25 Security Deposit (refundable)
- Fees are determined by the Library Director with Library Trustee oversight.

Please use **separate checks** for deposit and rental. Rental payment is due before or on the day of use. The deposit check will be destroyed once staff inspects the space after use unless a self-addressed, stamped envelope is provided.

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** _____

*Piano tuning note - The piano is tuned 3-4 times a year. If a fresh tuning is required just prior to your program, independent arrangements should be made directly with Hilbert Tuning at your own cost. Check with the library for scheduling.

Revised: August 12, 2025