

Huntington Public Library BUILDING SPACE RENTAL POLICY

The Huntington Public Library (HPL) building, also known as the Union Meeting House (UMH)
is available for space rental according to the following guidelines and conditions
AND
with the approval of the Library Director and Board of Trustees.

1. Available space will be rented on an annual basis.
2. Consideration will be upon an individual basis.
3. Access to rental space is restricted to library open hours and/or days, or at the discretion and approval of the Library Director.
4. A fee of \$_____ per year will be charged based upon the space allotment of _____ sq. ft. payable with this signed contract.
5. Access to the balcony is restricted to renters 18 years of age and older.
6. The space use will meet with Vermont Building Codes.
7. Trash in, trash out.
8. The rented area will be kept organized so that it may be cleaned.
9. Balcony usage will not distract from normal Library business or special events.
10. Renters will provide documentation of current renter's insurance sufficient to cover the value of stored property.
11. By signing below, the Renter releases the HPL, the UMH and the Town of Huntington from any and all liability whatsoever regarding the rental use.

Renter's name:

Address:

Phone number:

E-mail:

Key # issued:

I, _____, agree to the above guidelines and conditions regarding the rented space for the following entity:

_____.

Signed

Date

Renter's Insurance documentation provided for the following dates:

Library Representative

Date