

Huntington Public Library

BUILDING USE POLICY

The Huntington Public Library (HPL) building, also known as the Union Meeting House (UMH) is available for use according to the following priorities

AND

with the approval of the Library Director and Board of Trustees.

Priority A: Huntington community residents and groups.

Priority B: Huntington community resident businesses.

Priority C: Non-Huntington residents and groups.

Priority D: Series requiring specific consecutive dates/days. Must have a beginning and end date. There will be a two-week break between series.

FEES

Huntington

Municipal Boards, public hearings: free.

Not-for-profit small groups (under 20 people): **free – donations accepted.**

Not-for-profit large groups (over 20 people or requiring rearranging of furniture): **\$25**

For profit users - **\$2 per person per use up to 2 hours; or 15% of gross receipts over 2 hours. Minimum of \$6 is due. Payment is due for all reserved dates.**

Private Events: **\$50 fee; \$150 security deposit**, which will be returned to the hosts of the event after an inspection of the building determines that there are no issues.

Non-Huntington

Not-for-profit small groups (under 20 people): **\$20 – donations over \$20 accepted.**

Not-for-profit large groups (over 20 people or requiring rearranging of furniture): **\$50**

For profit users - **\$4 per person per use up to 2 hours; or 15% of gross receipts over 1 hour. Minimum of \$12 is due. Payment is due for all reserved dates.**

POLICIES

The temperature of the building is reduced to 64 degrees during non-open hours. The building may be used during these days and times but the temperature of the building will not be altered. Sweaters are recommended.

1. **A REQUEST TO USE THE BUILDING MUST BE MADE TO LIBRARY PERSONNEL PRIOR TO ANY EVENT BEING PUBLICIZED AS SCHEDULED IN THE BUILDING.**
2. **THE REQUEST MUST BE APPROVED/CONFIRMED PRIOR TO ANY EVENT BEING PUBLICIZED AS SCHEDULED IN THE BUILDING.**
3. **A BUILDING USE FORM IS REQUIRED** for building use, in addition to making a request to Library personnel to have an event on the Library calendar. The Building Use Form is at the end of this document.

4. Smoking is **not** allowed in the building or on the porches.
5. **TRASH & Recyclables: ZERO WASTE / LEAVE NO TRACE**
 - a. Pack in, pack out. Library user will take all trash out. Recyclables can be put in the library's recycling bin.
 - b. Library trash receptacles will be left empty with a new liner.
6. **FOOD:**
 - a. Food MAY be placed on the following surfaces: kitchen and workroom counter tops and tables in the Library proper.
 - b. Food WILL NOT be placed on the following surfaces: circulation desk, Librarians' desk, window sills or any surface where books, audio materials, periodicals or other Library materials are stored and displayed.
7. **CLEANING:** Users will clean the facilities, including: bathroom, kitchen (if used). table tops, floor and any other used areas. **A \$50 surcharge will be assessed if building is not left clean and ready for use.**
8. **FURNITURE:**
 - a. Users will return furniture to original location. Two photographs showing proper placement of furniture are in the Building Use Policy folder.
 - b. **No children are allowed on the leather furniture in the adult reading section.**
9. **SPECIAL PERMISSION NEEDED FOR ACCESS:** Workroom/office is not for public use, except it may be used as a meeting space/breakout space and for food preparation and clean up with proper pre-authorization from a Director.
10. **OFF LIMITS:** Users will ensure group participants observe the following off-limits areas:
 - a. Behind and below the circulation desk.
 - b. Librarians' desk, shelves and file drawers.
 - c. **Basement.**
 - d. Leather furniture use by juveniles.
 - e. **Mezzanine.**
11. **TUTORIAL:** Person Responsible will meet with a staff member during Library hours to receive instructions on use of Library usage protocol.
12. **KEY CODE:** Person Responsible will be issued a dedicated key code to access the building. This number may not be revealed to any other person. Key code will be removed from the door lock after the event and at the discretion of the Library staff.
13. **POLICE SERVICE:** The Library Director and/or Board of Trustees reserve the right to require police service, at user's expense, if deemed necessary.
14. **DAMAGE RESPONSIBILITY:** Users will be liable for any damage to or destruction of property whether it is accidental or intentional.
15. Users will fill out the **COMMUNITY CENTER USAGE SUMMARY** after the event or use.
16. Program/event setup will not commence before the Library closing hour for the day of use – Sunday (5 pm), Monday (6 pm), Tuesday and Thursday (2:30 pm), Friday (5 pm)

**Huntington Public Library
BUILDING USE FORM**

Organization/event name:

Name of person responsible for event:

Phone number:

Email:

Date of use or date of initial use:

Type of activity:

If the individual or organization is using the building for more than a single use, the dates will be listed below. If there is a cancellation or other change, a message will be sent to the Library staff at either 802-434-4583 or hpl@gmavt.net.

Dates requested:

NOTE: Please see photos in Building Use Policy .

Time in:

Time out:

Key # / code # issued (only for use by person to whom it is issued – not to be shared):

BY SIGNING BELOW YOU AGREE TO THE FOREGOING **POLICIES.**

Person responsible

Date