



Daniel Pierce Library

## Building Use Policy March 4, 2024

The Daniel Pierce Library spaces are primarily used for library sponsored and co-sponsored programs and events during library hours. Library functions and programs supersede availability of rooms. Community groups and individuals residing in the Tri-Valley Central School District have priority status for room rental. Permission to use these rooms does not constitute or imply endorsement of the users' policies, beliefs, or programs by the Daniel Pierce Library, library staff, Foundation, or Board of Trustees and Directors.

### **Reservable Rooms**

The Community Room and Reading Room are available. Maximum occupancies are 96 and 95 persons. The kitchen and kitchenette are also available.

### **Approval and Use Rules**

Facility reservation approval will be granted on a first come, first served basis. In order to make the facilities available in a fair and equitable manner, the Library may restrict the duration and frequency of use by any individual or group if in the judgment of the Library, such use would exclude or restrict the use of rooms by others.

The reservation application must be made at least thirty (30) days prior to the event and no more than ninety (90) in advance. Any exceptions can be made by the director. The Library may cancel a reservation at any time. In the event of a Library cancellation, the initial deposit will be refunded. This includes cases of inclement weather, which will be determined by the Library Director.

- The Library Director will determine the appropriateness of the proposed activities in the Library's facilities.
- The Library Director reserves the right to suspend or cancel any event if the room use rules are being violated, inappropriate, harmful, disruptive, or negligent behavior is occurring.
- At least one Library staff person will be in attendance during the time of use for directional and security purposes.
- The individual reserving the Library must be present for the entire event, are responsible for fulfillment of the rules set forth and the conduct of guests, as well as payment of all charges.
- No material of any type may be attached to the walls, ceilings, floor or any other Library surface.
- Smoking, use of e-cigarettes, or use of illegal drugs will not be permitted on the Library property.



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- Public inquiries regarding the event must be referred to the applicant.
- No animals with the exception of guide dogs are allowed on the property.
- Any requirements involving the moving of furniture, room setup, must be coordinated with the Library Director seven (7) days prior to the event.

### **Liability**

If the applicant is an individual, proof of Homeowner's Insurance, including not less than \$300,000 liability is required, while \$500,000 and a \$1,000,000 umbrella is preferred. A copy of the declarations page and proof that the policy is current on payment must be provided.

If the applicant is a group, or commercial entity, it must submit a certificate of liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, with the Daniel Pierce Library named as additional insured.

If a caterer is employed, the caterer must submit a separate certificate of liability insurance naming the Daniel Pierce Library as the additional insured, in the following amounts: \$1,000,000 per occurrence and \$2,000,000 aggregate.

Liquor may not be sold on premises. Groups and commercial entities wanting to serve alcohol must use a caterer and provide caterer's insurance coverage with liquor liability.

### **Damage to Library Property**

Any damage or loss to the Library property is the responsibility of the individual or group reserving the facility, the amount to be determined by the Library. Additional fees will be assessed to cover costs to the Library for non-routine cleaning, set-up, maintenance, replacement of damaged or missing items, if, in the opinion of the Library, such extra services are required as a result of the applicant's activities.

### **Indemnification**

The individual or group reserving the facility agrees to indemnify and hold harmless the Library from and against any loss, damage, or liability of any kind arising from or in connection with the use of the library facilities. The Library is not responsible for loss, theft, or damage to any property brought on to the Library premises (including the parking area) for any purpose or under any circumstance.

### **Clean-Up After Event**

Parties reserving room spaces are responsible for cleaning after the event. All leftovers and drinks must be taken away or disposed of. All garbage must be removed from the



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premises. After the event, all furniture must be returned to its original location. As stated on the Fee Schedule, the library must be left exactly as it was found in terms of cleanliness, otherwise the security deposit will be forfeited.

**RULES FOR THE USE OF THE COMMUNITY ROOM AND THE READING ROOM  
WILL BE REVISED AS NEEDED. NO NOTICE IS REQUIRED TO BE GIVEN FOR  
SUCH REVISIONS.**