

**WILLINGTON PUBLIC LIBRARY
7 RUBY ROAD
WILLINGTON, CT 06279
860-429-3854**

To those using this building

In order to maintain its appearance, please be aware that you are responsible for the following:

**ALL CHAIRS SHOULD BE RACKED AND
WHEELED CAREFULLY INTO THE BACK
ROOM.**

**ALL TABLES SHOULD BE FOLDED AND PUT
IN THE BACK ROOM.**

**BATHROOMS SHOULD BE LEFT CLEAN OF
CLUTTER AND TOILETS SHOULD BE
FLUSHED.**

**ALL FOOD AND DRINK SHOULD BE
CLEANED UP AND TRASH PUT IN THE
PROPER RECEPTACLE. RECYCLABLES
IN RECYCLING CONTAINERS.**

ALL LIGHTS SHOULD BE TURNED OFF.

HEAT SHOULD BE LEFT AT 60 DEGREES.

DOORS SHOULD BE LOCKED.

FACILITY USE AGREEMENT

This Agreement is made this _____ day of _____, 200__, by and between _____ (the "Tenant") and the Willington Public Library Board ("WPLB").

WHEREAS the Tenant wishes to make use of _____, a facility owned by the WPLB (the "facility"); and WHEREAS the Tenant and WPLB recognize that there is a certain amount of liability and risk inherent in the use of such a facility. NOW, THEREFORE, in consideration of the mutual promises contained herein, it is AGREED:

1. Tenant and WPLB agree that Tenant may enter and use the facility on _____ from the hours of _____ to _____ solely for the purpose of _____.

Tenant has read and agrees to the *Use Requirements* attached to this agreement. Tenant shall commit no waste nor suffer the same to be committed thereon, nor injure nor misuse the facility.

Tenant covenants, at Tenant's sole cost and expense, to defend and indemnify the WPLB against, any and all loss, cost, liability and expense of any nature whatsoever (including reasonable attorneys fees) that may arise during the period which the Tenant uses the facility on account of, or arising out of, (a) Tenant's use of the facility, (b) any act, omission or negligence of Tenant or Tenant's agents, employees, contractors, movers, servants, or the like, (c) any accident, injury or damage to property or the facility, or (d) Tenant's default under this agreement.

5. Tenant agrees that all property of any kind owned by or in the possession, use, care, custody, or control of Tenant and brought to the facility, may remain at the facility during the time set forth above at the sole risk and hazard of the Tenant and Tenant waives all rights of action of any sort for damage to any said property, however such damage may arise, and from whatever manner or cause.

6. This agreement shall inure to the benefit of and be binding upon all parties hereto, their heirs, successors and assigns.

WILLINGTON PUBLIC LIBRARY BOARD

TENANT _____

Duly Authorized By

Duly Authorized By

WILLINGTON PUBLIC LIBRARY
7 RUBY ROAD
WILLINGTON, CT 06279-1322

USE OF FACILITIES

There will be a charge of \$150.00 (per key) for lock replacement if key is lost. Keys cannot be duplicated.

DATE BORROWED _____ RETURNED _____

PRINTED NAME _____

KEYNUMBER(S) _____

I/WE HEREBY AGREE TO PAY THE \$150.00 CHARGE FOR KEYING

NAME (PRINTED) _____

SIGNATURE _____

WILLINGTON PUBLIC LIBRARY
USE REQUIREMENTS

The Willington Public Library Board (WPLB) will provide at its expense a clean facility with heating/air conditioning, overhead light for ordinary use.

CANCELLATION BY APPLICANT: Should Applicant cancel the event covered under this agreement within 14 days of the event, no deposit refund shall be made. Applicant agrees to also pay any reimbursable expenses incurred by WPLB in connection with the event covered by this agreement

RULES AND REGULATIONS: Applicant agrees to at all times conduct their activities with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety and with Licensor to assure such safety.

1. The user agrees to execute a facility use agreement

Applicants must be 21 years of age or older and present at the function.

ANY individual/organization with youth under 21 years old requires the presence of adequate adult supervision at all times; 1 adult for every 10 youth.

Alcohol or smoking is not permitted in the Willington Public Library

No food or beverages allowed except in the Community Room, Conference Room and Kitchen

All sidewalks, doors, halls, stairways, and all access to public utilities on the premises shall be kept unobstructed by the Applicant.

Applicant agrees not to bring onto the premises any material, substances, equipment, or object which is likely to endanger the life or, to cause bodily injury to, any person on the premises or which is likely to constitute a hazard to the property thereon without the prior approval of the WPLB.

Charging a fee of any kind to attend or take part in a non-municipal event is prohibited; accepting non-specific donations would be permissible.

9. All areas used under this agreement must be returned to the same condition in which it was found.
-Failure to do so will result in loss of use.

CONTROL OF FACILITY AND RIGHT TO ENTER: In renting the said Licensed Space to the Applicant, it is understood the WPL does not relinquish the right to control the management thereof and to enforce all necessary laws, rules and regulations.

EXHIBIT/EQUIPMENT ENTRANCE: All articles, exhibits, displays, etc. shall be brought into or out of the facility only at such entrances and during such hours as designated by WPLB.

STORAGE: There is no storage available at the Willington Public Library for any applicant using the facility.

DEFACEMENT OF FACILITY: Applicant shall not use scotch tape, masking tape, thumbtacks, nails or pins, to affix any objects to the walls, furniture or fixtures.

PAYMENT FOR DAMAGES: Applicant agrees to pay costs of repair or replacement for any and all damages of whatever origin or nature which may have occurred during the term of this agreement in order to restore the rented space or other parts of the Library premises affected by the event to condition equal to that at the time this agreement went into effect. The WPLB will provide detailed billing and accounting to the Applicant when such restoration is completed.

OCCUPANCY: The WPLB shall not be held responsible if, for any reason, it is unable to provide a room on the date and at the time when the engagement herein contracted for is scheduled.

INTERRUPTION OR TERMINATION OF EVENT: WPLB shall retain the right to cause the interruption of any event in the interest of public safety, and to likewise cause the termination of such event when in the sole judgment of WPLB such act is necessary in the interest of public safety.

COMPLETE AGREEMENT: It is understood that the Applicant and any other principals to this contract shall be jointly and severally responsible for any breaches of this agreement.

CIVIL RIGHTS: WPLB and Applicant agree not to discriminate against any person because of race, religion, national or sexual orientation.

BUILDING EQUIPMENT: Rental of any area in the Library does not include the use of the kitchen, library or office equipment unless expressly stated in this agreement. Use of normal equipment in the facility such as standard lighting and restrooms is included in the rental.

AUDIO/VISUAL EQUIPMENT: Permission to use WPL equipment must be arranged in advance. In some instances, charges will be levied for library personnel required to operate the equipment or a group requiring equipment must be thoroughly trained in its use and be held responsible for any damage to equipment. A \$50 deposit is required by all groups for the use of any audio/visual equipment.

USE AGREEMENT SUMMARY

EVENT: _____ PURPOSE: _____

DATE: _____ DAY OF WEEK: _____ TIME: _____ # of HOURS: _____

Contact Person: _____ Phone: _____

Address: _____ Email: _____

All meeting room reservations are on a first come, first served basis, however, the following priorities will prevail in using the meeting rooms:

- The Willington Public Library
- Town of Willington meetings or programs - sponsored by the Town or its agencies:
- Party caucuses or Town Committee meetings.
- Willington Community organizations - composed primarily of Willington residents, providing service to the Willington residents and open to anyone, and sponsored/administered by a volunteer board of directors.
- Other non-profit organizations and or in the Willington Community.
- Personal or Private events held by a Willington resident. (**\$25/hr charge per room, plus custodial fee**).

There is **NO** single use rental charge for applicants in 1-5. There is a \$25 per hour rental fee for applicants in group number 6 **paid by check or cash and due at time of reservation.**

Areas of Use: Community Room (120 max)	x	hours = _____
Conference Room (20 max)	x	hours = _____
Kitchen (\$30 required charge all users)		_____

Special Consideration will be give to the Town of Willington agencies sponsoring regularly scheduled and long term and or/ programs.

Required Deposits: \$50 Rental Deposit (**separate check**, returned after full inspection of rental areas and key return) _____

Audio/Visual Equipment (\$50) _____

Custodial Charge: \$50 (Personal & Private groups) _____

After hours Staff charge: Determined by Library Director or WPLB

*KEY# _____

Date given Date returned

** The Key must be returned no later than 2 days after event. There is a \$150 fee for lost key.* key return

COMMENTS: _____

In making this application, we hereby agree to the rules and regulations set forth in this agreement with the Willington Public Library governing the use of the meeting rooms, to take the utmost care of the library property and to make good any damage or loss of library property arising from our occupancy of any portion of the building.

Approved: Director, WPL

Signature of person responsible for financial obligation and conduct of activity.

Date

In the event of an accident, please notify the Library Director at 429-3854 immediately. Leave a message if necessary.

TOWN OF WILLINGTON

BOARD OF SELECTMEN • 40 OLD FARMS ROAD • WILLINGTON, CONNECTICUT 06279
• (860) 487-3100 • FAX (860) 487-3103

www.willingtonct.org

WILLINGTON PUBLIC LIBRARY USE REQUIREMENTS

The use of the Willington Public Library shall be subject to the approval of the Library Director and the following rules. There is no telephone available at the Willington Public Library (WPL) when it is closed.

The user agrees to execute a Facility Use Agreement.

Individuals/Organizations wishing to use the WPL shall first apply to the Library Director on the prescribed form. The Library Director or his/her designee has final authority on approval.

In the event of inclement weather, the Director or his/her designee has the final authority on whether the WPL is usable.

CHARGING A FEE OF ANY KIND TO ATTEND OR TAKE PART IN A NON-MUNICIPAL EVENT IS PROHIBITED, ACCEPTING NON-SPECIFIC DONATIONS WOULD BE PERMISSIBLE.

ALCOHOL OR SMOKING IS NOT PERMITTED IN THE WILLINGTON PUBLIC LIBRARY

All posted rules must be adhered to.

Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.

Any damage to the WPL shall be promptly repaired at the user's expense. No exceptions.

Make sure all doors are locked and lights are turned out and heat lowered to 60° when leaving.

Clean up and remove trash upon leaving.

Any individual/organization with youth under 21 years old requires the presence of adequate adult supervision at all times.

In the event of an accident, please notify the Director's office at 860-429-3854, as soon as possible.