

Herrick Community Room Use Policy and Application Form
Last Updated: November 11 2009
Herrick Community Room Policy and Checklist
Adopted May 15, 2007, Revised 2022-12-06

POLICY

The Trustees of the Wendell Free Library (WFL) have formulated this policy for the use of the Herrick Community Room to ensure that Wendell residents have the greatest possible access to educational and cultural opportunities. The Library encourages events that are free and open to the public. Free events have priority over fee-based events.

The Herrick Community Room is made available as a public service. Booking the room in no way constitutes an endorsement of the program or philosophy of the group or individuals using the facilities. The Trustees reaffirm the American Library Association's Bill of Rights, which states that facilities should be made available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting its use. The priority of the Community Room is to support programs and functions that further the goals of the Library. When not being used by the Library, the room is available to town boards, committees, non-profit groups, individuals and businesses, for educational, recreational, and civic purposes. All groups are expected to adhere to the WFL's Appropriate Library Use Policy, and reflect the value of a public library as a welcoming and inviting space. Advertisements and notices for non-library programs must note that the Wendell Free Library is not a sponsor of the event.

BOOKING PROCEDURES

- 1) Applicants must be 18 years of age or older.
- 2) Application must be made at least one (1) week prior to proposed use. The Library Director will notify the applicant of approval within 4 working days, unless otherwise approved by the director.
- 3) Applicants proposing fee-based offerings will be held to the Fee Schedule for use of the room. Library or town sponsored programs may not charge a fee but may accept donations. (See Fee schedule.)
- 4) All fees will be paid to the Library at the time of application approval. Checks payable to the Town of Wendell.
- 5) If the event is canceled, the Library Director must be notified immediately. All checks will be held until after the event date or notice of cancellation.
6. Applicants who require use of the AV and projection technology for presentations may schedule a time to learn the equipment ahead of the event, at the Director's convenience.

ROOM CAPACITY Room dimensions 19'6"x25' 495 sq.ft.

Conference set up (participants seated at tables)	25 people maximum
Lecture set up (chairs arranged in rows)	35 people maximum
Gathering setup (no chairs offered)	45 people maximum.

AVAILABLE EQUIPMENT

40 Chairs, 2 tables, desktop lectern, Kitchenette, projector & screen that can be connected to via VGA or HDMI cables directly from the users device or library laptop, and a raspberry pie device. Internet connection in the Herrick room is via the library WIFI. **Please indicate on your application which equipment you will be using and make arrangements with the Library Director for any training required.**

NOISE, PARKING, SAFETY & WEATHER

- 1) Events on Sunday -Thursday must end by 10:00 pm.. Friday and Saturday events must end by 11:30pm.
- 2). The use of an amplification system of any kind must receive prior approval by the Director.
- 3) The applicant is responsible for organizing the parking for those who attend. Overflow parking is located along the cemetery. Parking is prohibited across from the library on Wendell Depot Rd and also prohibited along Morse Village Rd.
- 5) When the Library is closed due to inclement weather on the event day, please consult the librarian. Should the applicant's program be canceled, notices to the public are the responsibility of the applicant.

APPLICANT RESPONSIBILITIES

- 1) Applicant must pick up a key and checklist during regular library hours on the library day closest to the event.
- 2) Applicant is responsible for monitoring children and the pick-up of all children.
- 3) Smoking and alcoholic beverages are prohibited on Library property.
- 4) No open flames of any kind are allowed.
- 5) Nothing may be hung on the walls without permission of the Library Director. Persons wishing to display art please refer to the Wendell Library Art Exhibit Policy.
- 6) Refreshments may be served. (Please refrain from grape juice and other foods that could stain rugs.)
- 7) Furnishings, floor and rugs should be covered when glue, paint or other potentially messy materials are to be used. Vinyl tablecloths available for coverings. (In Kitchenette.)
- 8) Materials may not be sold at the event without permission of the Library Director.
- 9) Group is responsible for its own set up and break down. All furnishings must be returned to original locations. To prevent damage to floors and furniture, please lift tables and chairs. Do not drag across floors or rug!!
- 10) The Community Room must be left clean and in the condition it was found. All garbage, trash and personal property must be removed from premises.
- 11) Applicant is responsible for all damage to building, books, furniture, or fixtures during groups use of the Library
- 12) At the end of the event the applicant or designated person must close the building and return the key, along with the fully completed and signed checklist, in the book drop. Please place both in the provided cloth pouch before dropping into the book drop.

Failure to comply with the above Regulations and Procedures will jeopardize the applicant's future use of the room.

Neither the Board of Library Trustees nor the Town of Wendell shall be responsible for supervision of children, or for injury to persons or property, or loss or damage of property, that occurs while the Herrick Room, kitchenette, or common areas are being used. Applicant will also indemnify and hold Trustees or Town harmless for any injuries sustained during the group's use of Library.

FEE SCHEDULE

Library sponsored events – No cleaning deposit or fee

Non-library events that are free to the public – cleaning deposit only

Non Library Events that charge admission fee or “donation requested”, fund-raiser events and events sponsored by commercial business -sliding scale fee based on anticipated number of participants plus cleaning deposit.

1-10 people \$10.00

11-15 people \$15.00

16-20 people \$20.00

21-30 people \$30.00

31-40 people \$40.00

41 and above \$50.00

A Cleaning Deposit of \$25.00 (Please retrieve fee from librarian during regular library hours after the event.)

HERRICK ROOM CLOSING CHECKLIST

Group Name _____ Date _____

Event Name _____

Number of people in attendance (for statistical reports) _____

CHECKLIST FOR CLOSING UP.

- Return all furnishings
- Remove all trash/garbage
- Wipe down table and counter surfaces used
- Vacuum and swept floors if needed
- Return any borrowed equipment
- Closed and locked all doors and windows
- Turn off all lights
- Check bathroom and kitchenette for running water
- Close Lobby bathroom door

All of the above items are complete.

Signed _____
designated person)

(Name of applicant or

PLEASE PLACE KEY AND THIS CHECKLIST IN CONTAINER AND PLACE IN BOOK DROP BEFORE LEAVING PREMISES.

Thank you for choosing the Wendell Library's Herrick Room for your meeting/event.

Herrick Community Room Application

Contact Person:		Application Date:	
Telephone:		Email:	
Group's Name		Postal Address	
Date of Event		Event Hours:	
Event Name			
Type of Event		Expected # of Participants	
Refreshments?	Yes No		
Art supplies to be used:			
Amplification	Yes No Type:	Amplification accepted:	Yes No
Would you like the Library to consider co-sponsoring of this event? Yes No			
Application Approved	Yes No	Comment/conditions:	
Date:			
Approved by:			

Available for your use: Chairs (40), tables (4), table lectern, white board, multimedia workstation and screen, and kitchenette.

Fee per Event _____ (To Be Filled Out By Library Staff)

Cleaning Deposit _____

Donation (in addition to any fee) _____

Total Fee _____

(Cash or checks payable to the Town of Wendell)

I have read and agree to comply with the Herrick Community Room Policy, Regulations and Procedures.

.Signature of Contact: _____ Date _____

LESSEE/USER'S INDEMNIFICATION STATEMENT

I, or The _____ shall, to the maximum extent permitted by law,

(Name of Lessee/User)

indemnify and save harmless the Town of Wendell, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs, and expenses (including reasonable attorney's fees) that may arise out of or in connection with my or my organization's lease or use of the Herrick Community Room located at the Wendell Free Library,

7 Wendell Depot Rd. Wendell, for any damage or injury to persons and/or real or personal property that occurs in conjunction with the lease or use of the Herrick Community Room by me or my organization.

Lessee/User's Name:

Signature:

Date:

Address info at top of form

Printed Name:

Wendell Cinema Program Application

(If different from other side)

Contact Person: _____

Telephone: _____

Name of Movie: _____

Rating: _____

License agreement: (circle one)

Library Other (please
explain) _____

Number of People expected: _____

check one of the following:

____ Less than 30. (Herrick Room only)

____ More than 30 (Requires opening the large doors for additional seating and required library
volunteer or staff to be present to assist at program.)

Name of Staff/Volunteer who has agreed to be present to assist with event:

Projection Fee for non library or town board event: _____

Donation Collection for: (circle all that apply)

Program costs

Sponsoring non profit group

Friends of the Library Cinema Fund

Approved by _____

Date _____

Art Exhibit Application

Facts and Policies

- Scheduling: Applications for gallery use are accepted **throughout the year**. Artists will be notified of the committee's decision in a **timely manner**.
- Generally, exhibits run for **two months**.
- Hanging: The total wall space is about 30 linear feet. There is a chair rail at three feet and a molding at eight feet. There is approximately 140 square feet of available display space. Artists are responsible for hanging and taking down their exhibits **with the assistance of at least one art exhibit committee member**. Professional presentation is expected. Artists must use the molding hooks and heavyweight mono-filament provided. No holes may be put into the walls. Push pins or map pins and adhesives may not be used. Labels should be placed on the works of art only. No item heavier than what can be held safely by the hooks and mono-filament supplied may be displayed.
- Sales and Fees: There is no charge for the use of the space. Artists, who wish to sell work, should prepare a separate sheet with numbered art pieces and corresponding price list as well as contact information. Potential buyers will contact the artist directly.
- If works are sold, a donation of 15% of the proceeds to the Friends of the Wendell Free Library is requested.
- Publicity: It is the artist's responsibility to publicize art exhibits, send out announcement/invitations, and/or provide for an opening reception at their own expense. We refer you to the Herrick Meeting Room Policy for planning and booking your "non library sponsored" event. Be sure to have current library hours and Meeting Room use schedule when preparing publicity.
- Library staff may photograph displays in order to maintain a record of the art that has been displayed. If you receive press coverage, interviews, reviews, etc. in local newspapers, please give copies of the clippings to our librarian for our files.
- Waiver: The library has limited insurance. The Town of Wendell, The Trustees of the Wendell Free Library, and the members of the Wendell Library Art Exhibit Committee may not be held responsible for the safety and care of works on display.
- Limitations: The display area of our public library is open to adults and children of all ages and sensibilities. Displays should be "family-friendly." The Art Exhibit Committee reserves the right to remove any works that they judge as inconsistent with family viewing. Thank you in advance for your cooperation in this matter.

Wendell Free Library –Herrick Meeting Room

Application For Exhibit

Please read information for exhibitors before applying.

Applications may be also found at www.wendelllibrary.org.

Please fill out form completely and submit to:

The Wendell Free Library

You may choose one of the following options. Please check your choice and include the relevant materials.

_____ Send photos with SASE representing either the work you plan to show, or typical examples of your work. For each piece, indicate the title (if there is one), the size, and the medium. A CD with photos of your work is also acceptable. A resume or other descriptive and/or biographical information is optional. Do not send originals.

_____ Request an appointment to have your work reviewed. We will contact you to schedule a time. This option is recommended if you have never seen the gallery space, or if photos do not represent your work adequately.

I have read and understand the Wendell Free Library Display/Exhibit Policy and agree to comply with its guidelines. I understand the Wendell Library accepts no responsibility for possible damage or theft of any item displayed and that all items are placed on display at the owner's risk.

(Signature)

(Date)

Any questions? Please contact Miriam Warner, Library Director, at the library at 978-544-3559, or Phyllis Lawrence (phyl.lawrence1@gmail.com), Library Art Exhibit Committee.