STAFF USE:

$25 Security deposit rec’d on\_\_\_\_\_\_\_\_ check # \_\_\_\_\_\_\_\_\_

Rental fee due $\_\_\_\_\_\_\_\_\_\_

Rental fee rec’d,on \_\_\_\_\_\_\_\_ check # \_\_\_\_\_\_\_\_\_

Richmond Free Library

P.O. Box 997

201 Bridge Street

Richmond VT 05477

Email: library@richmondvt.gov, phone: 802-434-3036, fax: 802-434-3223

**Use of Space Contract**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date(s) Needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requesting use of (check): Community Room \_\_\_\_ Mezzanine \_\_\_\_\_**

**Grand Piano \_\_\_\_ Music Room \_\_\_\_\_\_\_\_**

**Describe event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Users are responsible for obtaining opening/closing instructions and door key code IN ADVANCE of event. On exiting, all closing procedures must be completed or deposit will be forfeited.**

The Town of Richmond, the Richmond Free Library Trustees or Staff or Volunteers assume no responsibility for loss, theft or damage of any property or for the personal injury (including death) of any group or individual using any library space, including kitchen facilities.

1. Reservations will not be considered confirmed until receipt of contract and deposit. No reservations will be accepted more than six months in advance.
2. The person responsible and accountable for any damage or loss of property must sign this contract.
3. The Library Director shall determine if police, fire, or other special services are required. If needed, applicant will secure services at their expense.
4. Smoking is prohibited. Animals are prohibited unless registered service animals.
5. Consumption of alcohol is permitted only when catered by an entity separate from the applicant. Caterers serving alcohol must provide proof of liquor license and liability insurance with minimum liability $500,000.
6. Corridors, exits and stairways must be free of obstructions at all times.
7. The Library Director, or their designee, has the full authority to grant, refuse, or revoke permission to use meeting spaces.
8. In accordance with the American Library Association’s Library Bill of Rights and its interpretation pertaining to meeting rooms, the Library does not limit use of the meeting rooms based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting’s sponsors.
9. Authorization for use of the Library space shall not be considered an endorsement of or approval of the activity, group or organization, nor purposes they represent.
10. Video recordings that are protected by copyright laws and are not designated as public domain material cannot be shown to a public audience unless accompanied by Public Performance Rights. No music requiring permissions or royalties will be performed unless rights have been obtained.
11. After use, the rooms must be returned to a clean and orderly condition and all furnishings returned to their original location. Trash must be removed from the building.

**FEES**

* Private or commercial use (including recitals, social gatherings, etc.): $50/hour
* Non-profit meetings: $25/Hour Reasonable proof of non-profit status may be requested
* $25 Security Deposit (refundable)
* Fees will be determined by Library Director

**I agree to comply with Richmond Free Library Space Use terms. I agree to pay for repairs or replacement for any damage to, or loss of library property, or expenses incurred, arising from use of space described in this contract.**

**Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please use separate checks for deposit and rental. The deposit check will be destroyed after staff inspects the space after use unless a self-addressed, stamped envelope is provided. .

Revised 26 May 2022