



Daniel Pierce Library

Library Space Rental Policy

The Daniel Pierce Library spaces are primarily used for library-sponsored and co-sponsored programs and events during library hours. Library functions and programs have precedence over available library space. Community groups and individuals residing in the Tri-Valley Central School District have priority status for room rental. The rental of a specific library space does not constitute or imply endorsement of any organization or individuals by the Daniel Pierce Library, its staff, Administration, Foundation, or Board of Trustees.

Library Spaces Available to Rent

The Community Room is available with a maximum occupancy of 96 people. The Community Room Kitchen is also available for an additional fee.

The Reading Room is available with a maximum occupancy of 95 people. The kitchenette is also available.

Rental Approval and Use Rules

Rental approval will be made by the Library Administration, based on availability, nature of event, staffing, etc. See Fee Schedules for additional information.

Library spaces are not to be rented for fundraising purposes, to benefit private individuals, for-profit organizations, religious services, political gatherings, or commercial organizations.

Rental approval will be granted on first serve basis.

The library spaces can be rented during the Library's open hours and are not available on national holidays unless approved by the Library Administration.

In order to make the facilities available in a fair and equitable manner, the Library may restrict the duration and rental frequency by any individual or group.

The rental 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 Library Administration.

The Library may cancel a rental 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 Administration.

The Library Administration will determine the appropriateness of the proposed activities in the Library's facilities.

The Library Administration reserves the right to suspend or cancel any event if the room use rules are being violated, if the event is inappropriate, harmful, or disruptive, or if negligent behavior is occurring.

At least one Library staff person will be in attendance during the time the specific library space is being rented for directional and security purposes.

The individual responsible for the rental application 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.

Public inquiries regarding the event must be referred to the rental applicant.

No animals with the exception of service dogs are allowed on the Library property.

Any requirements involving the moving of furniture, room setup, must be coordinated with the Library Administration seven (7) days prior to the event.

Cancellation Policy

If a rental reservation must be canceled, the fee schedule is as follows:

- a. Within two weeks of the event, the applicant will forfeit the full event fee.
- b. Within 30 days of the event, the applicant will forfeit half of the event fee.
- c. Beyond 30 days of the event, the applicant will receive a full refund of the event fee.

Liability

If the applicant is an individual, proof of Homeowner's Insurance, including not less than \$300,000 liability is required, while a \$500,000 or a \$1,000,000 umbrella is preferred. A copy of the declarations page and proof that the policy is paid and current 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 renting the library space, 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 renting the library space 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 onto the Library premises (including the parking area) for any purpose or under any circumstance.

Clean-Up After Event

Responsible party renting a library space is responsible for cleaning after the event.

All leftovers and drinks must be taken away or disposed of.

All garbage must be removed from the 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.