



Lenox Library Association

Facility Use Policy for Meetings and Exhibits

Thank you for considering the Lenox Library Association for your event. The Lenox Library is a National Historic Register building which brings with it beauty and ambience but also restrictions, fragility and responsibilities. For these reasons and to ensure the success of your event and the safety of your guests, we ask your understanding and cooperation in complying with the following requirements:

IMPORTANT: Please read this contract carefully before signing. By signing this rental agreement, you agree to follow the Lenox Library Association's facility rental policies completely and you further agree to abide by the terms and policies contained herein.

Facility and Availability: The Lenox Library is a public library; its availability for rental is governed by the discretion of the Director.

Fee Structure: Rental fees for the Lenox Library are set by the Lenox Library Board. An hour for setup and breakdown will be calculated as part of the rental time.

Reservation Deposit: A date is not considered reserved until a reservation deposit of \$100 is received and both the renter and the Lenox Library Association sign a rental agreement. Cancellation fewer than 60 days prior to the event will result in forfeiture of the deposit fee. The balance due on the contract fee is payable 30 days in advance of the function and once paid is non-refundable.

Fee Structure: Rental fees for the Lenox Library are set by the Lenox Library Board. An hour for library staff setup and breakdown will be calculated into the rental time over and above the hours you will require for your own setup and breakdown and for the actual event.

A staff member must be present in the building throughout the entire event, including your breakdown and setup hours. If the event is during hours when the library is closed there is a \$25/hour staff fee. If the event is held when the library is closed for a holiday, the staff fee is \$37.50/hour.

Legacy Room

Non-profits and individuals, no fee charged to participants:

- Four times per fiscal year (July-June) – free for up to 2 hours, then \$15 each additional hour for each usage
- After four times -- \$40 for up to 2 hours, \$15 each additional hour for each usage

For-profits and non-profits charging a fee to participants:

- \$40 for up to 2 hours, then \$15 each additional hour for each usage

Welles Gallery (exhibit)

Non-profits, for-profits, and individuals:

- \$800 per month, September to May
- \$1,000 per month, June to August
- \$2,500 per summer, June to August
- \$200 per week, September to May
- \$300 per week, June to August
- \$100 per day, year round

Welles Gallery (meeting)

Non-profits and individuals, no fee charged to participants:

- Four times per fiscal year (July-June) – free for up to 2 hours, then \$25 each additional hour for each usage
- After four times -- \$75 for up to 2 hours, \$25 each additional hour for each usage

For-profits and non-profits charging a fee to participants:

- \$75 for up to 2 hours, then \$25 each additional hour for each usage

Sedgwick Reading Room

Non-profits and individuals, no fee charged to participants:

- Four times per fiscal year (July-June) – free for up to 2 hours, then \$50 each additional hour
- After four times -- \$100 for up to 2 hours, \$50 each additional hour

For-profits and non-profits charging a fee to participants:

- \$100 for up to 2 hours, then \$50 each additional hour

Exclusive use of the building (subject to availability at the Library's discretion):

Non-profits, for-profits, and individuals:

- \$2,500 for five hours, \$200 each additional hour
- \$25 per hour for a staff member on site / holiday fee \$37.50/hour
- the use of the space must comply with the general policy for meeting spaces, and should not unduly rearrange the structure or operation of the library

Capacity:

Ceremonial Seating: Sedgwick Reading Room: 100 people, Balcony: 35 people, Welles Gallery: 55 people

Table Seating: Sedgwick Reading Room: 120 people (max of 10 60" tables)

Welles Gallery: 50 people (max of 5 60" tables)

Standing: Sedgwick Reading Room & balcony: 200 people, Welles Gallery: 100 people

SECURITY & INSURANCE:

- *Indemnity:* The renter shall indemnify and hold harmless the Lenox Library Association against any and all liabilities, penalties, damages, expenses and judgments by reason of injury or claim of injury or property, of any nature and however caused, arising out of use, occupation and control of the rented premises by the Renter at any time during the term of the rental period.
- *Insurance:* The caterer and the renter must be insured for general liability and products liability. A certificate of insurance, demonstrating such insurance coverage for a minimum of one million dollars per occurrence must be provided, naming both the Lenox Library Association and the Town of Lenox as additional insured.
- If alcohol is to be served, a certificate of insurance demonstrating insurance coverage for liquor liability must be provided by the caterer or renter, naming both the Lenox Library Association and the Town of Lenox as additional insured. The caterer also would be responsible for liquor licensing with the Town of Lenox.
- Proof of insurance as indicated above must be provided with the final payment of the rental fee at the latest.

CATERER & RENTAL:

- The Lenox Library Association staff is available primarily for access and security of the building and grounds. The renter is responsible for event staffing.
- Lenox Library Association reserves the right to approve or deny the use of any food caterer. All caterers must have a valid caterer's license.
- As noted above, if any beer, wine or alcoholic beverages are served, either the caterer must possess the required liquor liability insurance or the renter must purchase a special events insurance policy which includes the required coverage.
- The caterer should view the facilities at the Lenox Library Association at least 30 days prior to the scheduled event. Please contact the administrative or development offices at 413-637-2630 to schedule an appointment. Walk-in appointments are not feasible.
- Delivery and pick up times for rental equipment must be scheduled with Lenox Library Association management.

COURTESIES & SITE RESTRICTIONS:

- Adult supervision is required at all times. Do not allow children to wander in other areas of the building.
- Use of illegal substances is strictly prohibited.
- Smoking in the building is not permitted.
- Decorations are allowed but must be cleared with Lenox Library Association management.
- All trash including food waste resulting from the function must be removed from the property at the end of the event – none may be left in the Lenox Library. There is a dumpster in the rear of the property that may be used if it is not full.
- Notify staff of any and all problems. Tripped circuit breakers may cause problems with other mechanicals in the building. Accidents, broken items, running water, etc. should be reported immediately.
- Candles and open flames are not allowed.

REASONS FOR RENTAL AGREEMENT TERMINATION: The Lenox Library Association reserves the right to terminate the use of the Library by any group or program any time deemed necessary by the Director. Such termination may be based on violation of these policies or any other policies of the Lenox Library and the Town of Lenox.

RENTAL AGREEMENT & POLICY: Renter agrees to observe and abide by the rental agreement as outlined above. Renter's signature below acknowledges receipt, review and agreement with the terms and conditions of the rental agreement.

Signature for Renter

Date

Signature for Lenox Library Association

Date
Lenox Library Association
18 Main Street
Lenox, MA 01240
413-637-2630 x121
sfaber@lenoxlib.org

Contact Name: _____

Phone: _____

Address: _____

Cell Phone: _____

City _____ State: _____ Zip: _____

Email: _____

RENTAL DATE: _____

START TIME: _____

END TIME: _____

Caterer (if known) _____

Expected Attendance: _____

Sedgwick Hall: ____ hours at \$100 per hour..... \$ _____
Welles Gallery: ____ hours/days/weeks (circle one) at \$ _____ per hour/day/week (circle one)
One hour included for setup and breakdown

TOTAL RENTAL FEE.....\$ _____

Deposit.....**\$100.00**

BALANCE OF RENTAL FEE (Due at least 30 days before the event).....\$ _____

Method of payment: cash check (# _____) Master Card Visa

Card # _____ Exp. Date _____

Signature _____

RECEIVED FOR THE LENOX LIBRARY ASSOCIATION

DATE