



The Lenox Library
18 Main Street, Lenox MA 01240

Facility Use Policy for Exhibits

Thank you for considering the Lenox Library for your exhibit in the Welles Gallery. 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'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 exhibits in the Welles Gallery at the Lenox Library are set by the Lenox Library Board of Trustees. Setup and breakdown is included 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 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.

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

Fee schedule:

- \$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
- (Contract extension fee is \$100 per day, year round)

SECURITY & INSURANCE:

- *Indemnity:* The renter shall indemnify and hold harmless the Town of Lenox 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 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 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 (if you are hosting a reception):

- The Lenox Library staff is available primarily for access and security of the building and grounds. The renter is responsible for event staffing.
- Lenox Library 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 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 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 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 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

Date

Lenox Library
18 Main Street
Lenox, MA 01240
413-637-2630 x115
alafave@lenoxlib.org

Contact Name: _____

Phone: _____

Address: _____

Cell Phone: _____

City _____ State: _____ Zip: _____

Email: _____

RENTAL DATE: _____

START TIME: _____

END TIME: _____

Caterer (if known) _____

Expected Attendance: _____

Rental Fee, based on fee schedule	\$ _____
Additional fees	\$ _____
TOTAL RENTAL FEE	\$ _____
Deposit	\$ 100.00
BALANCE OF RENTAL FEE (Due at least 30 days before the event)	\$ _____
Method of payment: <input type="checkbox"/> cash <input type="checkbox"/> check (# _____) <input type="checkbox"/> Master Card <input type="checkbox"/> Visa	
Card # _____	Exp. Date _____
Signature _____	

RECEIVED FOR THE LENOX LIBRARY

DATE