



The Lenox Library  
18 Main Street, Lenox MA 01240

## ***Facility Use Policy for Meetings***

Thank you for considering the Lenox Library Association for your meeting. 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 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 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.

### **Welles Gallery:**

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

- \$30 for up to 2 hours, \$15 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:*

- \$50 for up to 2 hours, \$25 each additional hour

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

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

### **Capacity:**

*Auditorium Seating:*

- Sedgwick Reading Room: 100 people (Balcony holds additional 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 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.

**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.
- 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 to the Facilities Manager.

**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](mailto:alafave@lenoxlib.org)

**MEETING ROOM APPLICATION**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Is your organization a non-profit? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Email: \_\_\_\_\_

Meeting Room Requested:

**Sedgwick Reading Room:** \_\_\_\_\_ hours at \$\_\_\_\_\_ per hour

**Welles Gallery:** \_\_\_\_\_ hours at \$\_\_\_\_\_ per hour

Please indicate room setup style:

\_\_\_\_ **Auditorium Style** – Up to 50 chairs facing front

\_\_\_\_ **Café Style** – Up to 6 tables with up to 6 chairs grouped around each

\_\_\_\_ **Roundtable Style** -- Up to 8 tables ganged together, up to 28 chairs around the outside

\_\_\_\_ **Classroom Style** – Up to 8 tables in rows with 3 chairs behind each, facing front

Number of people expected to attend:

Event date: \_\_\_\_\_ Event start and end time: \_\_\_\_\_

Additional Set-up and break down time (**fee includes setup and break down time**):

Purpose of the meeting (to be included in our calendar listing, use additional paper if necessary):

Is the meeting open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_

Equipment and any additional setup required:

*I have read the enclosed Lenox Library Meeting Room Policy and agree that my organization will abide by these rules and regulations. I will be responsible to secure any applicable copyright or performance rights. I further agree that my organization will be responsible for any damages to Library property, exhibits, or persons which may occur as a result of my organization's use. I certify that I am authorized to make these representations on behalf of my organization.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
RECEIVED FOR THE LENOX LIBRARY

\_\_\_\_\_  
DATE

**Please return this completed form as soon as possible to ensure availability of the space.**