**Bradford Public Library District**

**FACILITIES USAGE POLICY**

Bradford Public Library District (BPLD) makes their facilities available to groups or organizations for meetings or other events, whenever possible.

**General Guidelines and Requirements:**

1. For purposes of this policy, any reference to facilities includes reference to any property of the library, including furniture and equipment.
2. Every group or organization is required to abide by all library guidelines, requirements and other restrictions regarding usage of the library facilities.
3. Users of the library facilities agree to use utmost care in the use of the facilities and agree to leave the facilities in good, clean condition.
4. All requests for usage of the library facilities are subject to approval by BPLD.
5. Each outside group or organization is required to complete and deliver to the library a signed agreement and certificate of insurance as required by the agreement.
6. The library reserves the right to schedule other activities and events in other parts of the library facilities.

**Insurance:**

Each outside group or organization must furnish to BPLD a certificate of comprehensive general liability insurance coverage naming the library as an additional insured.

**General User Responsibility:**

**Additional Requirements and Restrictions**

1. Those using BPLD facilities agree to release, protect, defend, indemnify and hold harmless **Error! Reference source not found.** and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney’s fees and other legal costs) directly or indirectly arising out of their use of any BPLD facilities.
2. In the event of damage to the library facilities, those using any library facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the library Board of Trustees or their designee and shall pay the library for such repair and replacement costs upon demand.
3. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.
4. The transfer or passing on by any group or organization of permission to use library facilities to any other persons or organizations is strictly prohibited.
5. Those using library facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
6. Users may not take tables and/or chairs, and/or other items, from other rooms and/or areas of the library facilities without prior consent of BPLD.
7. The use of tobacco products, alcoholic beverages or drugs is strictly prohibited on library premises.
8. No group or organization shall use any library facilities in any manner or for any purpose that is in conflict with or contradicts the mission or policies of BPLD.

This policy is applicable to use of the library facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of library facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No library representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement without the express written approval.

Reviewed and Approved July 15, 2019

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_President\_\_\_\_\_\_\_\_\_Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Secretary\_\_\_\_\_\_\_\_\_Date

Bradford Public Library District

FACILITIES USAGE AGREEMENT

Name of Group/Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) and time(s) of meeting or other event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of meeting or other event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room(s) being reserved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Usage Fee: no fee required

The above-named group or organization (1) acknowledges receipt, from BPLD, of Facilities Usage Policy, and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, which are incorporated herein by reference, (2) requests usage of library facilities as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with BPLD Facilities Usage Policy in connection with such usage, including all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, and such additional requirements and restrictions as may be communicated on behalf of BPLD to the above-named group or organization prior to or in the course of such usage.

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

 Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Authorized Representative*

Accepted by Bradford Public Library District:

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

12/2017