



CUBA CIRCULATING LIBRARY
39 E Main St
Cuba, NY 14727
www.cubalibrary.org

Cuba Library Community Room Use Agreement

As an association library, the Cuba Circulating Library provides space for use by community groups or individuals for informational, educational, cultural, recreational, or civic purposes. Please review the library's Meeting Room and Programming Space Policy before completing this form.

Name of Organization or Individual:

Person Responsible (Person must be at least 18 years of age. If person is an "Organization," person is authorized to sign a contract for the Organization:

Mailing Address:

Phone:

Cell:

Email:

Date(s) of Use:

Time of Use:

Description of Program/Activity:



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Estimated number of attendees: Total Hours of use:

Meeting Room Rules for Use. Please initial next to each statement to indicate agreement:

☐ Your event can be restricted to members or invitees, but must be free of charge.

☐ Your organization must not bar any person on the basis of a protected category of identity, including but not limited to gender, race, veteran status, or religion.

☐ The Library Code of Conduct applies to all persons attending your event and you will ensure attendees are aware of the requirements.

☐ No smoking anywhere in the building or on library property. This is in keeping with New York State Public Health Law §1399-o.

☐ The capacity of the room is no more than 97 people.

☐ Please notify your attendees they are allowed to park in the lot across the street.

☐ The public restrooms are locked. There is a key for each in the kitchenette. Restrooms must be left in tidy condition.

☐ Arranging tables and chairs is your responsibility. Please return them to their original position when finished.

☐ There is a \$25 cleaning fee if the kitchen and meeting room are not left clean and orderly. You must take your trash with you. Please do not leave anything in the refrigerator. A vacuum is located for your convenience in the double metal door closet.

☐ If you are using the community room when the library is closed, the heat or AC will not be turned on. You can turn it on by pushing and holding the black button on the side of the thermostat for three seconds.

☐ Turn off lights in the community room, hallway, entryway, and outside. The hall and



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bathroom lights are on motion sensors and will turn off automatically.

☐ The rear stair exit is to be used in case of emergency only. In the event of an emergency, call 911 and direct them to 39 E MAIN ST. An AED device is stored in the basement hallway and the main floor of the library.

☐ Children eight (8) and under are not to be left unattended in the library while parents/guardians attend meetings, programs or events.

☐ All community room users are responsible for signing out a key if access to the community room is needed outside the library's typical operating times. The key should be returned on the same day as the event. If your event ends after the library is closed, please do not keep the key. You may drop the key in the book drop. Library Staff will lock the front door. This will allow you to leave the building while also ensuring that the door is locked from the outside. Be sure the door is pushed shut and firmly latched when you leave. There is a charge of \$250 for unreturned keys.

☐ Items such as pens/pencils, staplers, copies, scissors, tape, cups, plates, napkins, etc. are not provided with use of this room.

☐ Sale of merchandise, raffles, or other materials is forbidden on the premises unless specific approval from the Library Director is obtained in writing at least 3 days prior to the meeting.

User Fee

To defray the costs of reservation, the library charges a nominal but important user fee as follows:

Authorized groups may use the community room at no charge for activities lasting less than two hours.

The fee per use for activities lasting from 2 – 4 hours is \$25.

The fee per use for activities lasting over 4 hours is \$50.

Fees must be paid by the end of each month.



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Insurance

For events found to be consistent with the Library's charitable mission of education and information access and routine operations, no insurance is required.

For events that are consistent with the Library's charitable mission of education and information access, but exceed the library's routine operations, proof of adequate insurance, naming the library as "additional insured" will be required.

Examples of events requiring adequate insurance include but are not limited to: workforce training, meetings of organization's employees, physical education classes (such as yoga or dancing), CPR classes, use of power tools, cooking or food preparation, professional services, and anything medically related.

To enable adequate time for assessment, when required, proof of insurance must be provided not later than ten business days before your event.

Hold Harmless and Indemnification

The individual or organization arranging to use the room agrees to holds harmless, indemnify, and defend the Cuba Circulating Library, its officers, directors, agents, representatives, managers, employees and affiliates from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable attorney fees and legal expenses, incurred in relation to this conditional use of the library's property.

Initials

Acknowledgements

As the "responsible party" listed above, I have read and agree to the Meeting Room & Programming Space Policy.

Signature



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As the responsible party, I have read and will abide by, and direct attendees to abide by, the Code of Conduct and the Community Room Use Agreement.

Signature

I agree that events consistent with the library's mission but exceeding routine operations (e.g., workforce training, fitness classes, CPR, power tool use, cooking/food prep, professional services, or medically related activities) require proof of insurance naming the library as "additional insured," submitted at least ten business days before the event.

Signature

I agree that I, or the organization I represent, will assume full responsibility for any damages or additional cleaning fees.

I agree that any advertising for my event must prominently disclaim, verbally and/or in writing, that *"This event is not a library-sponsored program and does not constitute endorsement by the library for the event or its host organization."*

Signature

I/We, my/our organization, its officers, employees, and members shall through the signing of this Agreement by an authorized party or agent, agree to exercise the utmost care in the use of the library facility, the surrounding property, and to hold the library harmless from all damages, liabilities, injuries, or losses to persons or property resulting from use of library facilities.

Signature

Date

If you should need help after hours, you may reach the Library Director at 585-403-1569.

Approved by the Cuba Library Board of Trustees March 9, 2020

Revised: May 11, 2020, Dec. 14, 2020, Apr. 10, 2023, Nov. 10, 2025, Sept. 14, 2026