

**Cuba Circulating Library  
39 East Main St  
Cuba, New York 14727  
Phone: 585-968-1668  
Fax: 585-968-3004**

**Community Room Use Agreement**

Name of Organization:

Person Responsible:

Mailing Address:

Phone:  Cell:

Email:

Date(s) of Use:

Time of Use:

Description of Program/Activity:

Estimated number of attendees:  Total Hours of use:

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

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

Please ask your attendees to park in the lot across the street.

The public restrooms are locked. There is a key for each on the counter 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.

After your meeting, return the thermostat to 60 in winter, AC to 80 in summer.

Turn off lights in the community room, hallway, entryway, and outside. The hall and bathroom lights are on motion sensors and will turn off automatically.

The rear stair exit is to be used in case of emergency only.

Children 10 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 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, stapler, copies, scissors, tape, cups, plates, napkins, etc. are not provided with use of this room.

Sale of merchandise or other materials is forbidden on the premises unless specific approval from the Library Director is obtained in writing prior to the meeting.

The Board of Trustees and staff of the Cuba Circulating Library welcome groups who are community oriented to use the Community Room. Nonprofit 501(c)3 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. Board approved private individuals and for-profit groups may use the Community Room up to 4 hours for \$25. Fees must be paid by the end of each month.

As the responsible party, I have read the Community Room Use Policy. As the responsible party, I will abide by the Community Room Use Guidelines. I agree that this organization will assume full responsibility for any damages or additional cleaning fees. The aforementioned organization also holds harmless 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. The library holds a general building and liability insurance policy that protects the library from financial hardship in the event of injury and emergency. This policy does not protect the interest of other organizations, their employees, volunteers or other representatives of the organization. Individual organizations are responsible for obtaining their own insurances to protect them from liabilities. The library reserves the right to request proof of insurance from individual organizations prior to room reservations. When making a reservation for the Community Room, an individual organization takes full responsibility for obtaining proper insurance to protect themselves and their organization.

Notice of cancellation should be made to the Library Director as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled. If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.

During a public health crisis, the library's meeting room(s) are closed.

I/We  have read and understand the Community Room Use Agreement and agree to adhere to all regulations therein and on this form and in the Cuba Circulating Library Policies.

I/We , 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.

App. March 9, 2020

Rev: May 11, 2020, Dec. 14, 2020