

**West Haven Library System Application for Use of Library Facilities**

Library contact: Tanarha Smith • 203-937-4233 • [tsmith@westhavenlibrary.org](mailto:tsmith@westhavenlibrary.org) • Fax No. 203-937-4223

Name of Sponsoring Organization or Individual "Renter" \_\_\_\_\_

Street Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

Event Representative/Contact Person \_\_\_\_\_

Street Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

Type of Event \_\_\_\_\_

**Private Events rental fees apply (i.e.: Birthday parties, showers etc.) \_\_\_\_\_**

**For-Profit Organizations inquire with Tanarha Smith \_\_\_\_\_**

**Non-profit organizations with a current 501(c)(3), WH town departments and established community organizations are exempt of rental fees \_\_\_\_\_**

Date(s) of Event \_\_\_\_\_

Time of Event: From \_\_\_\_\_ To \_\_\_\_\_

**Estimated Attendance** \_\_\_\_\_ **Minors Present? \*** Yes \_\_\_\_\_ No \_\_\_\_\_

Food Served? Yes \_\_\_\_\_ No \_\_\_\_\_

Event Catered? Yes \_\_\_\_\_ No \_\_\_\_\_ By Whom? \_\_\_\_\_

Street Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

\*Note that "unattended children are not allowed in the Library" (page 3 of Agreement for Use of Library Facilities).

**Facilities requirements**

All rental fees are listed below on an hourly or daily basis. Partial hours are not prorated. Time required for set up and break down shall be included in the time charged. Renter is required to leave the room picked up and trash placed in containers provided. The custodial fee covers room set-up, trash removal, vacuuming, cleaning of bathroom

All Meeting Rooms – Mon-Fri – Up to and including 4 hours	<u>\$100</u>
All Meeting Rooms – Mon-Fri – Each additional hour beyond 4 hours:	<u>\$37.50/hour</u>
All Meeting Rooms – Saturday – Up to 4 hours	\$150
All Meeting Rooms – Saturday – Each additional hour beyond 4 hours:	<u>\$50.00/hour</u>
*Custodial fee (all for profit meetings)	\$100

**Library Branches**

MAIN Library, Connie Sacco Meeting Room, 300 Elm Street

ORA MASON Branch, 260 Benham Hill Rd.

LOUIS PIANTINO Branch, 1 Forest Rd.

**Desired Meeting Room** (subject to availability) \_\_\_\_\_

**Room Set-Up:** to be arranged with the Rentals librarian prior to two weeks prior to the event.

**Equipment:** (please check all that apply) All checked items shall constitute the "Equipment":

**Sound System\*** \_\_\_\_\_      **DVD player\*** \_\_\_\_\_

**LCD Projector\*** \_\_\_\_\_      **Computer\*** \_\_\_\_\_

**Other** \_\_\_\_\_

\*In the Sacco Meeting Room, this equipment will be operated by Library personnel only.

**Rental Fees:**

All Fees are payable by Cash, Money Order, MasterCard or Visa.

If Money Order, please make payable to: **West Haven Public Library**. All payments must be given **seven days prior to event**.

Fee \$ \_\_\_\_\_ per day for \_\_\_\_\_ days      \$ \_\_\_\_\_

Fee \$ \_\_\_\_\_ per hour for \_\_\_\_\_ hours      \$ \_\_\_\_\_

Fee \$100.00 custodian fee for room set up/breakdown.      \$100.00

Refundable Security deposit **as a separate payment** pending room inspection after event. \$150.00

Total \$ \_\_\_\_\_

Please complete this form and either mail or give in person to: West Haven Public Library

Attn: Tanarha Smith

Tel No. 203-937-4233 • Fax No. 203-937-4223

The Library shall reserve the Library Facilities for Renter upon the signed submission of this Application for use, the execution of the West Haven Library Agreement for use of Library Facilities by Renter and the Library and payment of the Security Deposit (when applicable).

## Facility Rules and Conditions

- The renter and all attendees agree to the terms and conditions of the West Haven Public Library.
- Failure to follow the Customer Code of Conduct may result in violators being asked to leave.
- The person in charge of the event is required to check in before the event and check out with staff before leaving. They must also be available to West Haven Public Library staff for the duration of the event.
- Rice, birdseed, confetti, hay, straw, sand, and glitter are not permitted.
- Alcoholic beverages of any kind are prohibited.
- No red punch is allowed in any carpeted area of the library.
- Renters are encouraged to use lids on cups to avoid carpet stains, which may result in a full or partial withholding of the security deposit.
- Parking availability is not guaranteed and may be limited.
- Neither the West Haven Public Library nor the Village Improvement Association, LLC. are responsible for lost or stolen items, and will not be responsible for any items delivered before or after an event.
- Sitting or standing on tables is not permitted. Renter will be fully responsible for any damaged furniture.
- Subleasing is not allowed.
- Renter is responsible for securing all required permits and must present copies of permits to West Haven Public Library staff at least 21 days prior to the rental date.
- The fire code does not permit any open flame devices except those needed for food preparation. No smoke/fog machines are allowed. All renters are required to follow safety rules for public buildings. Occupants will be required to evacuate in the event of a fire alarm. The renter will forfeit the entire security deposit in the event that a fire alarm is triggered as a result of the rental party or any group hired by the renter.
- Rental times must include your set-up and tear down/clean-up time. Tear down/clean-up is defined as removing any garbage and food remains.
- Children (ages birth to 12) are not allowed outside rented spaces without adult supervision.

## Library closure

A full refund of the security deposit, room rental and custodian fee will be returned if the Library building cannot open the day of the event due to extraordinary circumstances. The security deposit will be available immediately and the room rental fee and custodian fee within four weeks.

## Cancellations

Contact Tanarha Smith ([tsmith@westhavenlibrary.org](mailto:tsmith@westhavenlibrary.org)) via email prior to 48 hours if a cancellation is necessary for a full refund. If a cancellation is made within the 48-hour period prior to the event \$75.00 will be withheld from the security deposit. With a no show/no call West Haven Public Library will retain the full security deposit pending a suitable explanation. All monies except the

security deposit will be returned to the applicant will be with a check. This check may take up to four weeks to process.

#### Security Deposit

A **security deposit of \$150.00** is required for all **determined for profit** and **private events** facility rentals. Security deposits are collected immediately upon receipt, prior **to seven days of the rental** and will be returned up to seven days after the event date if no damages or violations occur in the form they were given. Security deposits will not be returned if your event causes the need for any of the following:

- Cleaning beyond the normal, daily West Haven Public Library maintenance.
- Repairs or replacement due to structural or equipment damage.
- Fire department response due to false alarm or exceeding room capacity per the Fire Code.
- Police department response due to failure to follow all laws and ordinances, including, but not limited to, the City's sound ordinance and laws related to disturbing the peace.
- The security deposit will be used to pay for any additional fees. If fees exceed the amount of the deposit, the renter will be required to pay the additional amount.
- Facility inspections are conducted by West Haven Public Library staff immediately following events to determine the condition of the facility, including assembly areas and restrooms.
- Security deposits will be refunded if all the clean-up criteria are met, the rental time was not exceeded, and no damage has occurred.
- The West Haven Public Library reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted a material fact in the rental application.

#### Renter's Cleaning Responsibilities

- The use of nails, tacks, scotch tape, duct tape, or staple is not permitted. ONLY mounting or poster putty may be used, and it must be removed immediately after use. Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside or outside the facility.
- All tables must be cleared of all items upon the end of the rental period.
- The facility should be relatively free of debris and/or spills. If excess trash, food, or spills are left on the floor, the security deposit may be withheld to cover the cost of clean-up.
- All trash must be placed in the receptacles provided. If trash will not fit in the provided receptacles, it must be taken out and placed in the trash dumpsters located behind the building. West Haven Public Library staff will provide additional trash liners if needed.
- Decorations must be taken down and removed from the facility at the end of the rental period.
- All clean-up supplies must be furnished by the renting party or caterer.

Renter Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR LIBRARY USE ONLY**

Certificate of Insurance:            Required            Not Required            Date Received

General

Caterer \_\_\_\_\_ Caterer License Food Permit \_\_\_\_\_

Police Officers Fire Marshal Chaperones:            Required            Not Required

Date of Request

Agreement for Use is signed by Renter authorized signatory and Library    Yes \_\_\_\_\_

Agreement for Use is dated    Yes \_\_\_\_\_

Security Deposit received, if require    Yes \_\_\_\_\_    Not needed \_\_\_\_\_

Room rental payment is received    Yes \_\_\_\_\_    Not needed \_\_\_\_\_

Custodian fee received            Yes \_\_\_\_\_    Not needed \_\_\_\_\_

Name of library staff inspecting room prior to event: \_\_\_\_\_ Date \_\_\_\_\_

Name of library staff inspecting room following event: \_\_\_\_\_ Date \_\_\_\_\_