



HEPBURN
LIBRARY OF NORFOLK

Library Hall Policy and Agreement/Booking Form

Adopted October 21st, 2020

The Library Hall and kitchen are available to individuals or organized groups on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use, for the purpose of educational, civic, charitable, and social events. The granting of permission for use of the community room does not constitute endorsement by the Hepburn Library of Norfolk's Board of Trustees or Staff. Based upon Board policy governing the use of the Library hall and kitchen, the Library Director shall make the decision to grant or deny a request for use of the facilities. In the event there may be a question, the Director will consult with the Library Board. Donations are greatly appreciated towards use of the room and will be accepted.

Reservation information:

- A **\$25.00 Cleaning deposit** will be required, payable upon making the reservation for room use. All reservation requests are granted on a "first pay" basis and not finalized until the contract is signed and payment is rendered.
- Library programming takes priority over all other events.
- Persons/Patrons reserving the community room must be age twenty-one or older, provide photo identification, and be a resident within the population area that the library is chartered to serve.
- Requests for use of the community room are made directly to the circulation desk. Approval is at the discretion of the Library Director.
- All requests, signing of contract, and rendering of payment must be done during normal operating hours of the Library.
- Requests for repeated use of the Library Hall will be considered and on a one to one basis.

Use Policy:

- The Library hall may be reserved for use by education, civic, cultural and governmental groups. Profit-making organizations sponsoring an educational program of a non-profit nature will be permitted to use the hall provided the meetings are open freely to the general public. No activity that created or results in a profit to any individual will be considered. The Library Hall is not available for use for games of chance.
- All users will be provided with a copy of the Library hall policy, agreement/booking form as well as a checklist to be completed and returned (where applicable) with hall key immediately following the booking of the Library hall.
- Refreshments may be provided and served by the group. No alcoholic beverages are allowed on premises.
- No smoking or vaping is allowed in the building, on the grounds, in parked vehicles, or within 100 feet of any library door. This is regulated by New York State Law Public Health Law §1399-o, subdivision 6. No animals other than service animals are allowed in the building without advance permission by the library director.
- No persons under the age of twenty-one shall be allowed in library, unattended, without an adult age twenty-one or older.
- No open flames are allowed on the premises with the exception of small birthday-style candles and sterno cans used to maintain food temperature. Fireplaces are not functional and are not to be used.
- The noise level should be maintained such that library patrons are not disturbed.

- The door to the back entrance of the building shall be kept closed at all times, except for passage to the lift, as necessary.
- No posters, banners, streamers, etc. are to be affixed to the walls that will create damage, nor are they to be left following the use of the hall. No tape, etc. should be left on the walls.
- There is to be no decorating done near the lift, and no tables or other items set-up near the lift door or operating system. A clear pathway of at least 48 inches must be maintained from the entrance door to the lift. When the community room is to be used outside of Library operating hours, users shall make no attempt to enter the upstairs portion of the Library, storage rooms, or to operate the lift, except as needed by legitimate users for handicap access.
- In case of fire or other emergencies, all building occupants should be notified immediately to allow for evacuation of the building before calling 911 to report the emergency; the address of the building is 1 Hepburn Street, Norfolk NY 13667. After hours and/or weekends, renters should evacuate the building, call 911, and then notify library staff as indicated below.
- If there are any other problems or concerns, call the following people:
 - Laurel Murphy, Library Director, at 914-275-0578. Please leave a message if there is no answer.
- In the event of inclement weather, the Library may be open/closed at the discretion of the Library Director. Library closures (Monday through Friday) are posted on the Library's Facebook page at: <https://www.facebook.com/HepburnLibraryofNorfolk/> In the event of inclement weather on weekends or holidays, the parking lot will be cleared of snow at the discretion of the Town's Highway Department. Renters should discuss earlier access to picking up the key when inclement weather is forecast, rather than risk the library being closed on the days prior to the event.
- Any group or individual that fails to comply with library policies may be denied access to the community room. The library is not responsible for the loss of any equipment, supplies, materials, clothing, or other items nor does the library assume any liability for groups or individuals using the library.
- Use of the room for illegal purpose or any purpose other than that stated at time of application is prohibited.
- The group representative or individual who signs the community room use agreement shall be responsible for any and all loss or damage to the facility. Criminal prosecution may be pursued when necessary.
- Following the event, renters are expected to: (1) fold up tables and chairs and return them neatly to their storage locations (table against the wall, all chairs neatly organized on the racks and covered); (2) clean kitchen (remove leftover food, wash, dry, and put away dishes/coffee pots, wipe out sink and wipe down counter tops); (3) sweep floor of debris (confetti, glitter, food crumbs) and mop up any spills; (4) empty trashcans; (5) turn out lights; (6) ensure gas to stove is off; (7) the bathroom is to be neat and tidy; (8) ceiling fans are turned off (9) lock all doors; and (10) return key, if borrowed, to library staff/other arrangements made or on the next business day.
- Upon inspection following event, and return of the building key (if borrowed), the deposit will be refunded to the renter in the same manner it was made (cash, check). Failure to clean up, failure to protect library property, failure to return key on time, or complete loss of key, failure to keep building secure (ie, not locking door when building is unattended); failure to keep second floor secure (ie, allowing event attendees to entry the main library); and any other reason that requires library staff to be in attendance during the event may result in forfeiture of room deposit.
- Failure to comply with any of the above will result in the cancellation of permission to use the facilities, if you fail to return checklist and key to staff (where applicable), you will not have permission to use the hall for an extended period of time.

Liabilities, Losses or Damages

The Renter undertakes to indemnify and hold harmless the Hepburn Library of Norfolk and the Town of Norfolk from any liabilities or damages the Hepburn Library of Norfolk and the Town of Norfolk may suffer as

a result of claims, demands, costs or judgments against the Hepburn Library of Norfolk and the Town of Norfolk arising out of the use of Library/Town facilities by the Renter.

I further understand that I will be held financially responsible for any damages made to facilities, appliances, furniture, and any equipment, including the cost of repair for any damage to Library furnishings caused by the use of pens, paints, crayons, dyes, markers, tape/adhesive, or other materials.

I further understand that I will be held responsible for the behavior of all those in attendance at the function proposed above. I understand that the Director or Board of Trustees may cancel our use of the facility if I or my group fails to comply with the user agreement and the Community Room Use Policy.

Period Covered

This Indemnity Agreement shall extend from the date of this Agreement to and including the end of event and/or return of the building key.

Expense, Attorney Fees and Costs

If the Hepburn Library of Norfolk and/or the Town of Norfolk, in the enforcement of any part of this Indemnity Agreement, shall incur necessary expenses, or become obligated to pay attorney fees or Court costs, the Renter agrees to reimburse the Hepburn Library of Norfolk and/or the Town of Norfolk for such expenses, attorney fees and costs within ten (10) days after receiving notice from the Hepburn Library of Norfolk and/or Town of Norfolk of the incurrence of such expenses, costs, or obligations.

Modifications due to COVID-19 Pandemic

As a result of the COVID-19 Pandemic Response, and the rules set forth by the New York State Forward guidelines, executive orders, and safety plan, the library's Hall Agreement has been modified. All New York State Laws, Executive Orders, Mandates, Health orders and regulations and plans supersede Library policy where applicable. When conflict exists, the COVID-19 modifications below overrule regular policy:

- Maximum attendance has been reduced to 12 persons. If NYS further reduces the size of a gathering, use of the room may be restricted.
- You will collect the names and contact information for all attendees, and perform a health screening for all attendees upon arrival. The library will provide you with a log sheet for the purposes of contact tracing.
- If an event attendee should test positive for COVID-19, or be quarantined/isolated within 14 days of the event, you will notify the library director who will inform staff who were in the building that day, or involved in disinfecting the room following the event.
- Maximum event, including setup and cleanup is limited to 4 hours. There will be no setup or drop-off of items in advance. Library Hall bookings are currently limited to library operating hours only, Monday-Friday 10Am-12Noon and 2Pm-8Pm.
- Masks and social distancing from those not in the same household are required at all times by all attendees over the age of two.
- The state has prohibited the sharing of food and utensils. If you wish to serve refreshments, you may:
 - Encourage guests to bring their own brown bag meal.
 - Prepare and package brown bag meals from home for distribution at the library.
 - Provide one/two persons to staff the buffet line and serve all guests so there is no sharing of serving utensils, no handling of large bottles of soda, etc.
- If serving food, please provide guests with disposable plates, cups, and cutlery. Please do not use the library's kitchenware at this time.
- Please do not fold up table and chairs – it's easier for staff to disinfect and sanitize them in place.
- Before and after your event, library staff will sanitize/disinfect tables, chairs, counters, restroom facilities, and other high-touch surfaces. You are responsible for sanitizing during the event.

Name:

Address:

Phone:

Email:

Purpose of Event:

Date(s):

of Attendees:

Start Time:

End Time:

Library Hall Room Booking Application:

Indemnity Agreement

THIS AGREEMENT, made the _____ day of _____, 2020, in the Town of Norfolk, County of St. Lawrence, State of New York, between the HEPBURN LIBRARY OF Norfolk, an agency of the municipal corporation TOWN OF NORFOLK, with a mailing address of 1 Hepburn Street, Norfolk NEW YORK 13667, hereinafter referred to as "Library", and _____ (party using Library facilities), hereinafter referred to as "Renter" having fully read and understood all rules and regulations governing the use of the facility hereby enter into this contract with the Hepburn Library of Norfolk for the use of the Library Hall.

I understand that my reservation is not final until the library approves this application.

The considerations for this Agreement are the mutual promises of the parties and the performance by the Library in providing facilities to the Renter for use of certain activities.

Intent of This Agreement

It is the intent of this Agreement that the Renter shall pay to the Hepburn Library of Norfolk and/or the Town of Norfolk, and hold said Hepburn Library of Norfolk and/or Town of Norfolk harmless and make it whole with regard to any and all liability, damages, costs, claims, demands, judgments, attorney fees and any other financial obligation arising out of the relationship whereby the Hepburn Library of Norfolk and/or Town of Norfolk allows the Renter to use Library/Town facilities.

I have read the above, in addition to the Community Room Use Policy and the COVID-19 Pandemic Modifications, and agree to all terms and conditions.

I further understand that the room deposit paid may be retained by the library, in part or in full, for any violations of the Library Hall Use Policy which may include failure to return the room to the same condition it was prior to event, for breaches in security, or for the failure to return (or loss of) the key to the building.

Signature:

Date:

Custodial/Key Deposit Received: \$

CASH CHECK Staff Initials:

BUILDING KEY IS REQUIRED: YES NO

By signing below, I acknowledge that I am being provided with a key to access the Library's Hall and that I will not abuse that privilege nor provide any other users with unauthorized access at any time while the key is in my possession. I understand that the key must be returned to the library on the next day the library is open for business or I have made other arrangements with the Library Director.

Key Received

Signature:

Date:

Staff Initials:

Key Returned

Signature:

Date:

Staff Initials: