

## **HILLS MEMORIAL LIBRARY BUILDING ACCEPTABLE USE POLICY**

Any group or individual requesting the use of the Hills Memorial Library Building, except for the Hudson School District and the Hudson Library Board of Trustees or Library Director or staff, must submit an application to the Hudson School District or Hudson Library Trustees or designee not less than two weeks prior to the time the facility is requested. The Hudson School District and the Library Board of Trustees have the right to deny any organization due to certain functions that are not appropriate for this facility. Facility use permit applications are available at the Hudson School District's central office and online at the Rodgers Memorial Library website.

Approval may be denied due to lack of appropriate space/facilities or if a previous activity by the applicant resulted in a violation of any aspect of any School Board/Hudson School District or Library BOT policy or guidelines.

Hills Memorial Library Building Use Permits will be issued on a first come basis. The Hills Memorial Library Building will be reserved only for the time available within the coming month. Applications may be submitted for up to twelve months but will not be guaranteed longer than one month.

When schools have been closed because of inclement weather, the facility will be closed for all use. Neither the School District nor Hudson Library Trustees will assume the responsibility for contacting groups when such closures occur. Closures are reported on the school website and on radio and TV stations.

Organizations connected with and promoting recognized school functions or associated with the Rodgers Memorial Library may use the buildings without charge but a \$50 refundable deposit against damages will be required.

Other organizations may use the Hills Memorial Library Building upon payment of suitable fees and costs, according to the fee schedule: a donation of \$25 for the use of the room and the actual cost of a custodian or other Hudson School District or Library BOT employee/designee at the appropriate hourly rate who stays for the entire event to unlock, clean, and lock the venue. If the presence of a paid employee/designee is waived for any reason, a \$50 refundable deposit against damages will be required. The number of paid employees shall depend on the type of service, number to be served, and number of volunteers.

Due to the historical nature of the building and the sensitive equipment and technology that is open and accessible, use of the building that includes people under age 18 must be preapproved by the Superintendent of Schools.

Any exception to the above or a request to waive fees must be approved by the Hudson School District or the Hudson Library Board of Trustees or designee.

Any organization requesting to use the library facilities must produce a written certificate of insurance proving liability coverage for general liability and property damage insurance total \$1,000,000/\$2,000,000 aggregate with the Hudson School District and the Hills Memorial Library Building listed as additional insured. The certificate holder should also list the Hudson School District, 20 Library Street, Hudson, NH and Hills Memorial Library Building, 18 Library Street, Hudson, NH.

The Hills Memorial Library Building shall not be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law. Permission for public rallies or access to events by media must be approved by the Hudson School District or the Library Board of Trustees. Use of the premises must be limited to no more than 100 occupants approved by Fire Code.

#### Prohibitions

- Alcoholic beverages may not be served or consumed on library property.
- Smoking is prohibited on library property.
- The use/possession/selling of drugs or other controlled substances is prohibited.
- The possession of firearms or other weapons is prohibited.

Parking for events scheduled at the Hills Memorial Building must be accommodated by the available, legal parking spaces.

On the basis of this policy and its accompanying regulations, the Hudson School District or the chair of the Hudson Library Board of Trustees, or designee, shall approve all requests for use of the Hills Memorial Building facility. Either Board must approve any special requests or exceptions to this policy and/or regulations.

This policy is subject to change by agreement of the Hudson School District or Library Board of Trustees at any time deemed necessary and will be reviewed annually.

Revised September 2012.

**HILLS MEMORIAL LIBRARY BUILDING**

APPLICATION FOR USE

*This form should be returned to the Hudson School District with deposit and/or fee attached.*

Name of applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of Organization \_\_\_\_\_ Position \_\_\_\_\_

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

Phone # (Day) \_\_\_\_\_ (Eve) \_\_\_\_\_ (Cell) \_\_\_\_\_

Event/Purpose \_\_\_\_\_

Will you be charging fees related to the event? \_\_\_\_ Specify \_\_\_\_\_

Days/Dates/Hours of Event/Meeting \_\_\_\_\_

One-time request or regularly scheduled \_\_\_\_\_

Expected Number of attendees \_\_\_\_\_ Age of participants/guests \_\_\_\_\_

Names and Phone # of organization's representatives who will be present at the event:

\_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

\_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

Please specify if refreshments will be served \_\_\_\_\_

\_\_\_\_\_

Media Coverage Anticipated? \_\_\_\_\_

**Insurance Information**

Any organization requesting to use the library facilities must produce a written certificate of insurance proving liability coverage for general liability and property damage insurance total \$1,000,000/\$2,000,000 aggregate with the Hudson School District and the Hills Memorial Library Building listed as additional insured. The certificate holder should also list the Hudson School District, 20 Library Street, Hudson, NH and Hills Memorial Library Building, 18 Library Street, Hudson, NH.

Organization's Insurance Binder Information \_\_\_\_\_

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We have read and are aware of the Hills Memorial Library Building Facility Use Policy and agree to comply with it. We agree to indemnify and hold harmless the Town, the Hudson School District, the Library BOT and all of its officers, employees and agents from any and all claims, demands, suits and causes of action or judgments, any person may have as a result of damages suffered while utilizing the property.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Checks should be made out to the Hudson School District.

Deposit/Fees received: Amount: \_\_\_\_\_ Check Number: \_\_\_\_\_

Approved/Refused by: \_\_\_\_\_ Applicant Notified \_\_\_\_\_

If refused, please state reason: \_\_\_\_\_