

CANTON PUBLIC LIBRARY  
MEETING ROOM  
APPLICATION



786 WASHINGTON STREET  
CANTON, MASS. 02021  
Phone 781-821-5027  
Fax 781-821-5029  
mlague@ocln.org

Personal Name of Applicant \_\_\_\_\_

Applicant Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email \_\_\_\_\_ Relationship to Organization \_\_\_\_\_

Organization Represented \_\_\_\_\_

Organizational Mailing Address \_\_\_\_\_

Applicant group/organization is:

Non-Profit \_\_\_\_\_ Commercial \_\_\_\_\_ Private \_\_\_\_\_ Civic \_\_\_\_\_ Municipal \_\_\_\_\_

Non-Profit Federal ID# \_\_\_\_\_

Group/organization has previously used the Library Meeting Room: yes \_\_\_\_\_ no \_\_\_\_\_

Description of activity \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Activity/Event will be open to the public: yes \_\_\_\_\_ no \_\_\_\_\_ Expected attendance \_\_\_\_\_

Participants will be charged: yes \_\_\_\_\_ no \_\_\_\_\_ Refreshments will be served: yes \_\_\_\_\_ no \_\_\_\_\_

Start Time of Event \_\_\_\_\_ Time of Arrival \_\_\_\_\_ Time of Leaving \_\_\_\_\_

**Special Requirements** (See "Policies & Rates" schedule for available hours & room descriptions.)

Room Requested:  Community Room  Art & Activity Room  Conference Room  Lab

Number of 2 1/2'x 6' tables \_\_\_\_\_  Number of chairs \_\_\_\_\_  Podium  Portable stage

Piano (\$75 charge for use of the Clavinova)  Kitchen privileges requested

Presentation Media: (There is a \$75 charge for the training and use of presentation equipment)

Projector  Laptop access  Internet access  DVD  Videotape  Film  Overhead

Questions to Mark Lague, Director, x122 (also email above) or Lisa Quinn, Sr. Librarian, x119

*I have read and accept the Terms of Agreement attached to this Application.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Canton Public Library

## Room and Facility Rental

## Policies & Rates 2004-2005

As a public service, the Canton Public Library welcomes the use of its meeting rooms by groups based in Canton or neighboring communities. The use of the Library is generally intended for civic, cultural or educational uses. Library programs are always given first priority; second priority is given to municipal agencies and non-profit organizations. Private and commercial organizations may use the facilities as space and schedule permit.

### Rooms & Meeting Spaces

All rooms are scheduled in three-hour Time Blocks. The fourth meeting of a series is free.

#### Community Room (Lower Level)    1500 sq. ft.    *Capacity: 140 seats*

	Canton Based Organization	Non-Canton Organization
Non-profit/no admission	\$75	\$100
Non-profit/w admission	\$150	\$200
Commercial	\$200	\$200

*Facilities:* 140 chairs, 20 2½' x 6' tables; Projection screen, Video Projector, Bose Sound System, Wired and Wireless Microphones, VCR, DVD, Laptop Interface, Podium, Dry Erase Board, Piano, Kitchenette (w/ refrigerator, electric stove and microwave)

*Hours:* Mon-Thurs 10:00 am to 8:45 pm, Fri 10:00 am to 4:45 pm, Saturday 10:00 am to 4:45 pm.

#### Art & Activity Room (Lower Level)    600 sq. ft.    *Capacity: 40 seats*

	Canton Based Organization	Non-Canton Organization
Non-profit/no admission	\$25	\$50
Non-profit/w admission	\$75	\$100
Commercial	\$100	\$100

#### Computer Center (Instruction Lab) (Main Level)    *Capacity: 16+ instructor*

	Canton Based Organization	Non-Canton Organization
Non-profit/no admission	\$75	\$100
Non-profit/w admission	\$150	\$200
Commercial	\$200	\$200

*Facilities:* Eight (8) fully networked Pentium IV computers & Teacher's workstation, Video Projector, Electric Screen, Laptop Interface, Video and Audio inputs, Dry Erase Board.

*Hours:* Monday-Thursday 10:15 am to 8:45 pm, Friday-Saturday 10:15 am to 4:45 pm

#### Trustees Trustees Conference Room (Upper Level)    260 sq. ft.    *Capacity: 12*

	Canton Based Organization	Non-Canton Organization
Non-profit/no admission	\$75	\$100
Non-profit/w admission	\$150	\$200
Commercial	\$200	\$200

*Facilities:* Conference table, Network connection, Projection screen, Dry-erase board,

*Hours:* Same as computer center above.

Equipment: All rooms have Network connectivity, a portable computer projection system is available for rooms without presentation media installed. An overhead projector or 35 mm film or slide projector is also available.

Only trained individuals will be allowed to use equipment. Costs for any damage to the equipment are the responsibility of the booking organization.

### Terms of Agreement

These Terms of Agreement govern the use of the facilities at the Canton Public Library and are intended to facilitate the use of Library Meeting Rooms for all. Failure to act in accordance with these provisions may affect future use of the Meeting Rooms. The Board of Trustees reserves the right to amend or change these rules without notice.

- Permission to use a meeting room is granted to adults 21 years or older.
- A Canton resident must serve as a contact person for the group and that person must attend the event and assume full responsibility for the use of the room(s).
- Permission to meet at the Library does not constitute an endorsement of any group's policies, views, or beliefs by the Board of Library Trustees, and any such representation is prohibited.
- Permission to meet at other than regular Library hours may be denied because of staffing, building security, or other concerns. All groups using the Community Room without such permission must vacate the Library by the regular closing time.
- The reservation time stated on the agreement is the time when the first member of the group (trainer, leaders, caterer, etc) arrives through the departure of the last person.
- Meeting areas are scheduled in three hour blocks. Multiple time blocks will be charged accordingly. Meetings spanning over three hours may be charged for multiple bookings.
- Rooms may only be booked within three months of an event. This does not apply to groups or civic organizations booking multiple consecutive (monthly) meetings.
- Multiple consecutive meetings may only be booked for one calendar year at a time.
- A reservation will not be considered secured until a rental agreement is signed and fees paid. Checks should be made payable to the "**Canton Library Meeting Room**".
- Cancellations must be received in writing (or via email) in order to receive a refund. All cancellations will incur a \$20.00 administrative charge.
- No refund will be made for meetings cancelled less than seven calendar days prior to a reservation, except for cancellations due to library closure (i.e. weather).
- Groups may incur additional charges for custodial or security services outside the normal business hours of the Library. The building must be supervised at all times.
- No admission charges, collections, tuitions, sales, solicitations, or other money raising activities are permitted, except for those sponsored by the Library. Any exceptions to this rule shall be made by the Board of Trustees.
- Neither the name or address or phone number of the Library may be used as the address or headquarters for any group using the Library for meeting purposes except for the Friends of the Library. Publicity and signs must not give the impression that the Library is the sponsor of the event.
- The Library may provide directional signs for events to assist patron traffic.
- Attendance must be limited to the stated legal capacity for a given room. Organizers should make attendees aware of emergency exits and escape routes from the Library.
- Children and teenagers must be accompanied by an adult sponsor who is present in the room for the entire meeting. Children of attendees may not be left unattended during meetings or events.

- Food and beverages must be approved prior to the event. The Library reserves the right to disallow the sale or serving of food or beverages. Generally this does not include simple refreshments (coffee and light refreshments for meetings.)
- Groups are responsible for setting up chairs, tables etc. according to their needs. The rooms(s) must be left clean and trash free at the end of a meeting. All furniture shall be returned to its proper storage location. Additional fees may be assessed for any damages caused during meetings or for clean-up required in excess of normal maintenance.
- The Library assumes no liability or responsibility for the loss or damage of property belonging to the group or to individuals in attendance.
- Set-up for an event must take place during regular business hours or by special arrangements made at the time of booking.
- Only custodians are allowed to move the electronic piano. No food or drink may be consumed near the piano, and no cups or glasses may be placed on the instrument.
- Tape, tacks, nails or any other fasteners are not to be used on any walls in the building.
- Groups may not use any room as a locker or storage space.
- Our rooms are not soundproof; therefore the users must remain sensitive to the need for quiet in order not to disturb Library users. Use of the Meeting Rooms may not interfere with the work of Library staff or normal library activity.
- Art exhibits in the Community Room are not to be moved or rearranged.
- Only emergency telephone messages will be taken for meeting attendees.
- Instruction in the use of sound system and media technology is available by advance appointment.
- Alcoholic beverages will only be allowed by special permission. A one-day liquor license must be requested and obtained by the applicant from the Canton Board of Selectmen and is contingent upon obtaining a police detail for the duration of the event.