



## SPECIAL EVENT POLICY

### REGULATIONS FOR PUBLIC USE OF LIBRARY SPACE SPECIAL EVENT POLICY

September 2013 (amended April 2017)

Use of the Provincetown Public Library rooms is subject to the following regulations:

1. Prior approval of the Authorizing Officer of the Library. The Authorizing Officer for the Library shall be the Library Director or designee of the Library Director.
2. Application for public use of the Library is to be made to the Library Director's office on the appropriate forms, which will be provided by the Library.
3. For each permitted use, a single representative of the user will be designated as the responsible party. The responsible party shall be required to sign an assignment of responsibility form stating that they, or a responsible organization for which they are an authorized agent, will hold the Library harmless from any and all liability relating to the permitted use, and that they will defend the Library in connection therewith.
4. The responsible party or organization agrees to pay for the repair of any damage to the premises or its contents, or to pay for the replacement of any contents damaged, as a result of the permitted use, and to cover any potential legal costs associated with the recovery of damages.
5. Delegation of permission for use or any form of subletting is prohibited.
6. A designated Library Representative will have the authority and responsibility to oversee and regulate permitted uses. This Library Representative will be designated by the Library Director and must be present during the permitted use, including any set up prior to or break down after each event.
7. The responsible party, once use has been permitted, will arrange to meet with the Library Director to discuss specific access times and setup requirements. This meeting should take place no later than two weeks prior to the permitted use. It is required that a custodian be on duty at all times access has been requested. The Custodial Fee is incurred for all hours after normal business hours and on weekends and will be assessed to the rental party. Access to the building is restricted during business hours unless approved by the Library Director. The responsible party will notify the Custodian in charge upon the beginning and ending of each

rental period. If more than one person (but not more than two) is authorized to be responsible for access and security, their name, address and telephone number must be submitted in advance to the Library Director.

8. There shall be no alteration of the premises or contents (except as set forth in item #9) without prior approval by the Library Director.

9. Advertising, decorations, etc., if any, on the premises must be approved by the Library Director and, subject to local zoning bylaws, licensing regulations and required permits. Banners, decorations, art, sets, equipment or other items are strictly prohibited from being attached to the Rose Dorothea or walls with either tape, nails, tacks or any other material that will permanently mark the finish or destroy the woodwork of the walls or floors.

10. Permission for use includes only the normal installed electrical and other facilities. The Library Director must be informed of any additional lighting or electrical equipment of any nature. Extensive additional equipment set up must be approved and inspected by the Wiring Inspector in advance of the event. Unusual loading of other types, or the use of additional equipment of any nature must be approved and inspected by the Inspector of Buildings or the Library Director. Use of the elevator for transporting of equipment is allowed only under the direction of the Library Director. Permitted use does not include the use of any Town sound equipment in whole or in part. Sound equipment must be secured by the rental party and inspected and approved by the Wiring Inspector prior to use. Special arrangements for the temporary parking of vehicles for unloading and loading must be arranged with the Library Director.

Handicapped accessibility to the elevator entrance, the handicapped parking and drop-off areas must be maintained at all times when the Library is open to the public.

11. A custodian shall prepare the permitted space and shall clean the space after use. At the discretion of the Library Director, the presence of additional custodial staff and/or restroom attendants may be required during the permitted use, or if additional access time is required for delivery, set up or break down of equipment. Associated costs for this additional personnel would be at the expense of the rental party in accordance with the current rate schedule.

12. Public use of the Library with over 100 anticipated attendees requires a special duty police detail subject to the Police Chief's discretion. This detail must be scheduled the entire time the event is open to the public. Arrangements should be made directly with Police Headquarters and confirmed to the Library Director. All details must be scheduled prior to approval of application for Library use, with payment therefore to be made upon approval of rental in advance of the event. Payment for Police details is made directly to the Police Department, and is not covered by the rental fees. If, in opinion of the Special Duty Police on duty and/or the Library Representative in charge, special duty officers are needed in greater numbers than present at any given time, additional officers will be detailed at the expense of the rental party with no advance notice required.

13. Events will not be permitted which interfere with the normal routine of Library business or normal use of the premises concerned without the permission of the Library Director, and

may be subject to fees as listed below.

14. The Library rooms are available for use seven (7) nights a week outside of the hours of operation of the Library, subject to availability of these rooms, custodial staff, and special duty police officers. Access to the space by Library staff shall not be restricted. Access to the space by individuals during normal business hours shall not be restricted.

Access to the Bowsprit Room and the Lower Level meeting room by groups for one-time meetings shall be free on a first-come, first-served basis. Groups wishing to reserve those spaces for multiple days shall be subject to the fee structure below. Access to the Marc Jacobs Reading Room will be at the discretion of the Library Director and subject to the fee structure below.

15. Use of the Library lawn and grounds must be approved by the Library Director with sufficient notification to the Board of Library Trustees. Application for usage of the lawn is not considered approved until the Board has approved it. Library sponsored children's programs are exempt.

#### **16. Reservations and Cancellation:**

The Library rooms may be reserved a maximum of 18 months in advance. If alcoholic beverages will be served, permission from the Library Board of Trustees will be required. Please consult the Licensing Agent for the Licensing Board at least 60 days prior to the event in order to obtain a one-day liquor license. Reservations require a deposit of 50% of the Rental/Utility Fee for each reserved day/night. Deposits accompanied by a completed and signed application form must be submitted to the Library Director or designated agent at the time the reservation is made. The remainder of the fee will be due no later than two weeks prior to the event. Failure to pay deposit or balance amounts due within the required time period will result in automatic cancellation.

When application is approved /disapproved by the Library Director, confirmation will be sent to the responsible party.

**Reservations cancelled within thirty (30) days of the permitted use are subject to a cancellation penalty of 100% of the deposit total, unless extenuating circumstances forced the cancellation, or a future date is booked.**

17. All permitted uses of the Library must be accessible to the public, pursuant to the Americans with Disabilities Act (A.D.A.) of 1990 (42 U.S.C. 1201 et seq.), which prohibits discrimination against disabled individuals in private and public employment, public accommodations, public transportation, government services, and telecommunications. By contracting for the use of Library facilities, the responsible party assures the Town that it complies with the Americans with Disabilities Act and does not discriminate against the disabled. The responsible party shall also include this requirement in agreements entered into with any subcontractors associated with permitted use.

18. All permitted users must provide a detailed agenda or description of the event or function to the Library Director or designated agent at the time an application is submitted. In the event of advance ticket sales, the location of ticket sales and the price of tickets must be included in this description, along with copies of advance advertising.

19. Proper liability insurance will be required in the amount of at least One Million Dollars (\$1,000,000.00). An original certificate indemnifying the "Town, its officers, agents, and employees" must be submitted with the application, or provided to the Library a minimum of 30 days prior to the event to avoid forfeiture of the deposit.

20. Approval of an application to use the Library does not relieve any applicant of its responsibility to obtain any other necessary licenses or permits, and does not constitute independent approval of any such licenses or permits.  
Service of food of any kind requires a permit to be issued by the Board of Health. Such permits must be applied for directly with the Health Department. A copy of said Permit must be submitted to the Department of Community Development at the time it is issued.

21. The permitted rental occupancy of Library rooms is as follows: Marc Jacobs Reading Room: 75; Bowsprit Room: 12 people conference room style; Lower Level Program Room: seats up to 35; second floor area surrounding Rose Dorothea: 420 standing or 140 seated on both sides of ship; Mezzanine level: 50; Outside lawn: up to 100, lawn seating only, no chairs. Failure to adhere to this occupancy code will result in the interruption of the event in progress until the maximum occupancy level is maintained, or cancellation of the event in progress.

22. Licensed event may take place after library hours only in the Marc Jacobs Reading Room, second floor and Mezzanine. No licensed entertainment shall be permitted in Library spaces after 10pm and all doors and windows must be closed during entertainment.

23. Alcoholic beverages may be served at an event only upon the expressed approval of the Library Board of Trustees and pursuant to Provincetown Licensing Board's Regulations. It is the responsibility of the applicant to obtain the required alcoholic beverages license from the Provincetown Licensing Board. Please consult the Licensing Agent for the Licensing Board meeting schedule and allow 60 days prior to the event to obtain necessary licensing.

24. No alcoholic beverage service shall be permitted in the library after 10 pm.

25. Events with alcoholic beverage service shall comply with the following additional liability insurance requirements:

- a. Provide copy of Commercial General Liability with a minimum limit of \$1,000,000 per occurrence / \$2,000,000 general aggregate with the Town named as "Additional Insured"
- b. Provide copy of Liquor Liability Coverage with a minimum limit of \$1,000,000 per occurrence / \$2,000,000 general aggregate with the Town named as "Additional Insured"
- c. Provide copy of certificate of insurance showing that a Workers' Compensation policy is in effect. The Town would NOT be an additional insured on this policy.
- d. Ensure that all bartenders are TIPS trained.

26. Violation of any regulations or specific condition of permitted use may cause permission to be suspended or revoked and/or may be cause for refusal to grant permission for future uses.

27. USAGE FEES: Rental fees, subject to Trustee review and change, are based on space, time and personnel. A library staff member must be present in the building for each Event.

- A. Marc Jacobs Reading Room: \$75/hour for exclusive use.
- B. Second Floor (around boat) and Mezzanine: \$500 for non-profit organizations or private parties; \$1000 for-profit organizations.
- C. Bowsprit Room or Lower Level Meeting Room for exclusive use: \$50/day.
- D. Entire Library: \$1000 for non-profit organizations or private parties; \$2000 for-profit.
- E. Lawn and grounds: Fee set on individual basis.
- F. Mezzanine during Library hours: Fees begin at \$100 and will be determined by number of attendees, length of event and any other services required.
- G. Custodial and additional staffing fees will be assessed as needed.
- H. Custodial fees: \$40/hour (apply evenings and weekends).
- I. Library Representative fee-- \$40/ hour.
- J. Deposits to hold the booking: 50% of rental fee plus security deposit (refundable within 30 days).
- K. Cancellation fee: 100% of deposit (if cancelled less than 30 days before event).
- L. A Security Deposit of \$500 (refundable) is required for events with more than 50 attendees; \$250 for events with 50 or less attendees.
- M. All fees must be paid on or before the date of the event.

**The Board of Library Trustees of the Provincetown Public Library establishes the Policy regarding the use of the Library facilities and is the sole authority in interpreting these regulations. The Library Director has the supervisory responsibility delegated by the Trustees.**

**Any and all parts of this Policy may be revised, modified or amended by the Board of Library Trustees at any time. Exceptions to the rules concerning the use of the Library facilities can be made only by a vote of the Trustees.**

**SPECIAL EVENT SCHEDULING REQUEST FORM**

- \_ Please complete entire form.
- \_ Please provide a copy of your 501(c)(3) nonprofit Letter of Determination.
- \_ Your request will be scheduled on a first come first served basis and you will receive written confirmation by Library Director.

**Return form to the Library Director at least one month in advance of Event.**

Organization Name \_\_\_\_\_

Responsible Party's Name \_\_\_\_\_

Address \_\_\_\_\_ City/ST/Zip \_\_\_\_\_

Phones (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (cell) \_\_\_\_\_

Email \_\_\_\_\_

Applicant is a \_\_\_\_\_ 501(c)(3) nonprofit organization \_\_\_\_\_ Provincetown Board/Committee  
\_\_\_\_\_ Private For-Profit Business \_\_\_\_\_ Private Individual

Event Date \_\_\_\_\_ Alternate Date \_\_\_\_\_ Approximate Attendance \_\_\_\_\_

Requested Setup & Breakdown Time & Date \_\_\_\_\_ (coordinate with Director)

Actual Time of Event \_\_\_\_\_ Will there be food service? \_\_\_\_\_

Will there be beer, wine or alcohol served? \* \_\_\_\_\_

\*Alcoholic beverages only permitted with Board of Library Trustees approval and proper licensing.  
Caterer

transportation permit required (M.G.L. Chapter 138, S22). Allow 60 days prior to event for beer and wine approvals. See attached rules

Caterer of Licensed entity \_\_\_\_\_

Total Rental Fee \_\_\_\_\_

Space Requested \_\_\_\_\_

**CERTIFICATE OF INSURANCE MUST ACCOMPANY THIS APPLICATION.**

Police Details may be required. Provincetown Police :508-487-1212

I have read the attached "Community Special Event Policy." I understand the Policy and Procedures and, on behalf of the Applicant Organization, declare that we will abide with the requirements set forth.

We hold the Town of Provincetown, the Board of Library Trustees, Library Staff, and other parties concerned, harmless from any and all liability, and will defend the Town of Provincetown, the Board of Library Trustees, Library Staff, and other parties concerned in connection herewith.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approved Board of Library Trustees \_\_\_\_\_ Date \_\_\_\_\_