

Public Use of Library Space – Special Event Policy

Adopted by the Provincetown Public Library Board of Library Trustees on April 18, 2018

General Guidelines:

- 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, and necessary staffing.
- Non-library events are limited to 50 attendees.
- Catered food and/or beverages are not permitted. (General amplification for speaking is permitted.)
- Music, whether live or with a DJ, is not permitted.
- Set up for any approved special event cannot begin until half hour after the library closes.

Within these guidelines, use of the Provincetown Public Library rooms is subject to the following regulations:

All potential users of the Library's interior spaces must obtain the prior approval of the Library's Authorizing Officer (Library Director or designee of the Library Director.) Please contact Library Director Amy Raff for initial discussion of possible event and for application form at araff@provincetown-ma.gov or 508-487-7094 ext. 216.

Use of the Library's lawn and grounds by non-Library personnel must be approved by the Board of Library Trustees.

Events will not be approved which interfere with the normal routine of Library business without the express permission of the Library Director, and may be subject to additional fees as listed below. Access to the space by Library staff shall not be restricted.

Upon approval of the application, the designated responsible party 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 approved use.

The Library Director or a designated Library Representative will have the authority and responsibility to oversee and regulate approved uses. The Library Director or designated Library Representative must be present during the entire approved use, from setup through break down.

Any advertising, decorations, etc. to be placed on the premises must be approved by the Library Director, 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

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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.

A custodian shall prepare the approved 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 approved use, or if additional access time is required for delivery, set up or break down of equipment. Associated costs for additional personnel would be at the expense of the rental party in accordance with the current rate schedule.

The responsible party 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 approved use, and to cover any potential legal costs associated with the recovery of damages.

All approved 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 individuals with disabilities in public accommodations. 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 people with disabilities. The responsible party shall also include this requirement in agreements entered into with any subcontractors associated with approved use. Access to the handicapped entrance and elevator shall not be limited at any time during the approved use.

Usage Fees are subject to Trustee review and change, are based on space, time and personnel.

- 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. Mezzanine: Fees begin at \$100 and will be determined by number of attendees, length of event and any other services required.
- F. Custodial and additional staffing fees will be assessed as needed.
- G. Custodial fees: \$40/hour (apply evenings and weekends).
- H. Library Representative fee \$40/ hour.
- I. Deposits to hold the booking: 50% of rental fee.
- J. Cancellation fee: 100% of deposit (if cancelled less than 30 days before event).
- K. All fees must be paid on or before the date of the event.

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One-time use of the Bowsprit Room and downstairs meeting room is available free of charge on a first come first served basis.

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.