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Begin Family Community Room Use

**DESCRIPTION**:

The **Begin Family Community Room** is designed for meetings, programs and special event use by groups and organizations based in the Carrabassett Valley area. It is accessible for those with disabilities and includes chairs, tables, and limited kitchen facilities. Maximum capacity is 122 people standing, 72 seated lecture style, and 46 seated at tables. A first aid kit is in the lobby and emergency phone numbers are posted on the phone. The phone is a library extension; short local calls are permitted, any further use must be arranged in advance and may be possible only if the library is closed. Any long distance costs incurred are the responsibility of the person reserving the Begin Room. Cell phone use is allowed. There is a jack for conference calls if you have equipment.

***Local non-profit organizations, CV town departments, taxpayers and/or residents may use the space for meetings\* without charge*.**CV area businesses may use the room at no charge to present programs of civic or cultural interest or for business meetings when no selling, solicitation, order taking, or attendance fee occurs.

\*All scheduled social functions such as birthday parties or dinners require a rental fee as well as the kitchen fee.

If the kitchen is used, $20 fee will apply. Kitchen may not be available M-F between 11:00am & 12:30pm; it is reserved for WMCFC childcare lunch prep and clean-up. Contributions towards maintenance are appreciated.

**CHARGES:**

**Room**: $20 per hour or for any portion thereof. **Kitchen**: $20 flat fee. (No charge if only getting water)

**Trash removal:** $20 if not taken away or placed in Antigravity Center dumpster

**Refunds** are issued only if notification is made at least 2 days prior to the function.

**Sales**: The Carrabassett Valley Public Library requests a 10% donation from any product/service sales. By renting the space, the renter agrees to this donation.

**AVAILABILITY:**

Use of the room, kitchen facilities (please note posted Kitchen Use Policy) and equipment must be scheduled **in advance** through the library. Please call the library at 207-237-3535 or email adebiase@carrabassett.lib.me.us and type “ROOM RESERVATION” in the subject line. The library reserves the right to reschedule reservations as needed.

# ROOM USE REQUIREMENTS

* **All functions must be secured in advance.** Payment, if required, should be a check made payable to: *Town of Carrabassett Valley*. In all cases, one person *who will* *attend the event* must assume responsibility to see that the room use rules are followed and sign the form to that effect **in advance** of the event.
* **Audio-visual equipment** is limited to speakers, DVD player, television, LCD projector and connection for PCs. Any additional equipment [such as MAC connectors/dongles] must be supplied by the user. Please make arrangements with library personnel to visit the facility, learn how to work the equipment, and test your equipment prior to your event.
* **Smoking and the sale of alcohol are not permitted.** Refreshments may be served if kept in the community room. If alcohol is to be served along with refreshments, it must be so noted on the reservation form and state of Maine alcohol laws must be followed. All trash, bottles and cans must be removed from the property at the end of the function. The property will be inspected by library personnel when the library is next open.

 **OVER**

* Functions shall begin no earlier than 7 AM and can last no later than 10:00 PM unless special permission has been granted for an “extended hours” function.
* Use front entrance doors **only**. All other doors to the outside are **EMERGENCY USE ONLY**.

Please do not prop doors open unless you are transporting items in or out.

* Please leave the first 6 paved parking spaces available for library patrons when the library is open.
* Signs or displays outside of the C.V. Library must be approved by the Director and/or the Board of Trustees.

* Groups are responsible for their own set-up and clean up. Trash must be taken away or placed in the Anti-Gravity Center dumpster. Any furniture that is moved must be returned to its former location.
* Youth groups must have a minimum of 2 adults present at all times and at least one adult for every 10 minors.

* Any damage to the room or its contents must be reported to the library staff as soon as possible and reparations made to the library**. RENTER IS RESPONSIBLE FOR ANY DAMAGE TO THE BUILDING OR ARTWORK. Any charges the library incurs for repairs, cleaning or trash removal, that are attributed to the renter(s) will be passed on to the person who signed the reservation form.**
* When leaving, all lights must be turned off and if the building is unoccupied, security **must** be called to lock and alarm the building.

**USE OF BEGIN FAMILY ROOM DURING NON-LIBRARY HOURS**:

Use will be permitted on a *case by case* basis with a reliable adult assuming responsibility for following all rules and maintaining decorum both during and after the event. Security will open the front door and deactivate the alarm at an agreed upon time, but you must call 237-6961 30 minutes prior to either open or close. Contact person only is authorized to request opening or closing. Security will return at the end of the event to lock the front door and reactivate the alarm.

**There is no one available to help with audio-visual equipment. Come in before your event to see if you need any assistance or extra equipment. *Please* do not interrupt the child care.**

C.V. Library personnel *may* be hired if available to provide access to the library during the event by making arrangements with the Library Director (237-3535). The usual fee for additional personnel is $20 per hour/ per person. Clean-up can also be provided at $20 per hour. Carrabassett Valley Police will receive advance notice of all parties in the Begin Room and may check in during the event.

The adult responsible for any event during non-library hours must:

* Complete and sign the Application for the **Begin Family Community Room**
* Be at the building when security opens the doors, remain in the building at all times, and
* **Before leaving, call security so they can lock the building and reset the alarm as you exit.**

**(237-6961 or 237-2300)**

Thank you for enjoying our community room with respect.

**Failure to adhere to these rules may forfeit the group’s ability**

**to use the Begin Family Community Room in the future.**

 Revision: December 2014