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Begin Family Community Room Use Policy

**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, LCD projector, Analog Conference Phone and basic kitchen facilities. Maximum capacity is 122 people standing, 72 seated lecture style, and 46 seated at tables. AED is located in the vestibule, and a first aid kit is available. The phone is a library extension; short local calls are permitted. Any long distance costs incurred are the responsibility of the person reserving the Begin Room. Cell phone use is allowed. CLEAN-UP IS EXPECTED FOR ALL USERS.

**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, educational or cultural interest or for business meetings when no selling, solicitation, order taking, or attendance fee occurs. \*All fundraisers and social functions, such as parties, dinners, or any serving of refreshments require a rental fee of $20/hour as well as the kitchen fee, for all groups including non-profit organizations.

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 removed ~ may be placed in Antigravity Complex dumpster

**Recyclables removal:** $20 if not removed ~ may be placed in the Bin in front of Mountainside Grocers

**Cleaning:** $20 minimum if tables are unclean and/or any carpeting needs vacuuming.

**Refunds** are issued only if notification is made at least one month 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. The renter agrees to give the library a minimum of a one month notice if reservation needs change.

# ROOM USE REQUIREMENTS:

# The renter agrees to give the library a minimum of a one month notice if reservation needs change.

* **All functions must be reserved 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 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. Tech help is limited and will not be available when the library is closed.

* **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.
* 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. Inside voices are expected.
* 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 closest 6 parking spaces available for CV 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 removed from the building. **All** carpeting must be vacuumed. 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, vacuuming 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. Please do not leave until Security personnel has arrived.

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

Rental will be permitted on a *case by case* basis with a reliable adult assuming responsibility for following all rules and maintaining decorum before, 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 at least 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 staff.**

The Adult responsible for any room reservation 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 AND WAIT FOR SECURITY so they can lock the building and reset the alarm after you exit. (237-6961 or 237-2300)**

Carrabassett Valley Police/Security will receive advance notice of all reservations in the Begin Room and may check in during the event.

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: January 2018