Library Hall Use Agreement

Library Hall in the Skaneateles Library is available to non-profit groups primarily serving the needs of the community at no charge during library hours. Priority is given to events sponsored by the library.

Arrangements may be made with the Library Director to schedule activities outside of library hours. **There will be an extra fee of $25 per hour to staff the building.**

*Profit-making or private groups may schedule use of Library Hall at a fee of $50 per day.*

Groups are responsible for set-up and clean-up, except for AV equipment. The hall must be left in its original condition after events. Any damage to library property by the group or extra cleaning required after the activity will be charged to the group.

If the library closes due to inclement weather or an emergency, all scheduled events will be canceled without notice.

Please note that Library Hall is only accessible by stairs; **we do not have an elevator.**

Staff may need to pass through Library Hall to access other areas when the hall is in use.

Fire Code limits occupant capacity to 100. Limited kitchen facilities and AV equipment are available. Smoking is prohibited and alcohol may not be served by outside groups.

Library Hall may **not** be used for private social functions, such as showers, birthday parties, wedding receptions, etc. unless permission is granted by the Board of Trustees.

**Use of Library Hall does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings/events may not be publicized in a manner that suggests library sponsorship or affiliation.**

* Events that are advertised to the public must include the following disclaimer: *

  *This event is neither sponsored nor endorsed by the Skaneateles Library.*

Please sign below indicating that you agree to comply with the above policies.

_________________________________________________________  _________________________
Signature                                                    Date
Representative Name: ________________________________  Date: __________

Group Name: _______________________________________________________________________________________

Address: __________________________________________________________________________________________

Phone: ___________________________  Email: ___________________________

Non-profit status: □ Yes  □ No

Will this event be advertised to the public? □ Yes  □ No

Estimated number of attendees: _________

Date of event: _____________  Time of event: _____________

*Time room is needed →* From: _____________  Until: _____________

We will require: □ screen  □ projector  □ laptop  □ speakers  □ microphone

Event description:

FOR INTERNAL USE ONLY:

Total fee: _____

Date paid: _____

Initials: _____