



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: _____