TOWN OF ENFIELD

Jason Neely, Director
Katie Werth, Assistant Director

July 1, 2016 – June 30, 2017

Application letter: Enfield Public Libraries 2016-2017

Dear User:

The Enfield Public Library's and Pearl Street Branch Library's Community Rooms are available to all Enfield residents for nonprofit purposes at no fee unless engaged in fundraisers. For nonprofits, programs and meetings must be open to the public and no fee can be requested. For-profit organizations must pay the required fee in order to be approved by the Supervisor of Buildings and Grounds. **Please see attached Enfield, CT Use of School & Town Facilities requirements, specifically Section H., Insurance & Liability.**

Since there is no custodian available to clean and secure the building, it is incumbent upon each group to restore the room to its original condition. **This includes setting up and returning all chairs, tables and other items to their proper places. It is especially important that chairs be returned to racks the proper way. Stacking chairs improperly can cause injury to individuals. This also includes any vacuuming of debris that may have fallen to the floor during the course of the meeting and/or program. A vacuum can be made available for use.**

Please be aware that at Central Library prior to 9:00 p.m. handicap bathroom facilities are available with baby changing table and diaper pail. After 9:00 p.m. wheelchair users cannot exit the building and there are no handicap accessible bathroom facilities available. The lights must be off if your group leaves after 9:00 p.m. from Enfield Central Library or the Pearl Street Branch Library. Please alert one member to be responsible for knowing how the automatic doors operate at Central library, or how to exit the building at the Pearl Street Branch. This is very important to insure the building's security. Also, there is absolutely no smoking.

Please specify each meeting date and time, and indicate any equipment that you will need for your presentation. When conflicts occur we shall contact the groups involved. **Remember to include a copy of your Certificate of Insurance as specified in the Enfield, CT Use of School & Town Facilities requirements. The Certificate Holder field should read:**

Town of Enfield/Enfield Public Library
820 Enfield Street
Enfield, CT 06082

Sincerely,

Katie Werth
Assistant Director

Department of Libraries
Central Library
104 Middle Rd.
Enfield, Connecticut 06082

Telephone (860) 763-7510
Fax (860) 763-7514
www.enfieldpubliclibrary.org

This Application must be signed by a responsible Enfield resident at least Twenty-one years of age, who shall assume full responsibility for any and all damage to any library building used, its facilities and equipment which may be incurred through usage by this particular group.

Date of Application_____

Date Schedule Requested; i.e., each specific date you are meeting: (please note that if there is a library program scheduled, we will be unable to grant your use of the room on specific dates)

_____

PLEASE NOTE THAT LIBRARY PROGRAMS TAKE PRECEDENCE OVER OUTSIDE PROGRAMS & WE MAY HAVE TO ADJUST YOUR DATE SELECTION ACCORDING TO LIBRARY SCHEDULES

Equipment Required: (Please check box)

Microphone ☐ Screen/Projector ☐ CD/DVD Player ☐ Vacuum ☐

Hours Requested: Setup _____Program Time_____

Will Participants use library facilities beyond the Community Room? _____NO _____YES

If YES please explain: _____

Name of Organization: _____

Expected Attendance: _____ Kitchen: No _____Yes _____Not after 8:30 p.m.

Purpose of Organization: _____

Responsible Applicant: _____

Address: _____

Home Telephone_____Work Telephone_____

It is incumbent upon each group to restore the room to its original condition. This includes setting up and returning all chairs, tables and other items to their proper places. It is especially important that chairs be returned to racks the proper way. Stacking chairs improperly can cause injury to individuals. This also includes any vacuuming of debris that may have fallen to the floor during the course of the meeting and/or program. A vacuum can be made available for use.

Signature_____

It is understood that the use of the Community Room shall be subject to terms and conditions contained in the attached Rules and Regulations for use of Community Rooms – Enfield Public Library.

For library use only:

Certificate of Insurance Required? Yes___ No___ Received _____ Not Received_____

Authorized Signature_____

Date: _____ Approved: Yes__ No__

Please mail, fax, or drop off this form with exact dates and signature to:

Enfield Public Library
104 Middle Road
Enfield, CT 06082

IF YOU HAVE QUESTIONS
PLEASE CALL THE LIBRARY
TELEPHONE: 763-7555

ENFIELD, CONNECTICUT **<u>USE OF SCHOOL & TOWN FACILITIES</u>**

A. Policy Statement

Subject to section 54-1 et seq. of the Town Code, the Town Council and the Board of Education may permit the use of any Facility for nonprofit, educational or community purposes outside of the business day.

B. Definitions

1. **Administrator** for the School means a Principal or his or her designee; for the Town this means the Director or his or her designee.

2. **Associated Costs** means, but is not limited to, fees for the services of any custodial personnel, field monitoring or setup personnel, utilities, supplies, security personnel or other personnel deemed by the responsible Administrator to be necessary in connection with the use of School Facilities. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Town Manager or Superintendent of Schools if such waiver is deemed by the Town Manager or Superintendent of Schools to be in the best interest of the Town or the School, respectively.

3. **Business Day** for a School facility means Monday through Friday from 7:00 AM to 3:00 PM during the School year, not including holidays or approved School vacations; for a Town Facility means Monday through Friday, from 7:00 AM to 5:00 PM, not including observed holidays.

4. **Community purpose** means that which may serve or benefit the Town's residents in some manner.

5. **Facility** means, but is not limited to, any building, meeting room, conference room, athletic field, cafeteria, gymnasium, pool, park, playground, recreational area, owned or maintained by the Town of Enfield or the Enfield Board of Education.

6. **Non-profit** means an organization recognized as such by the State of Connecticut or U.S. Internal Revenue Code.

7. **Resident** means an individual whose domicile is the Town of Enfield and shall include other legal entities located within the Town.

8. **School Year** means that period of time beginning on the first day that School is in session and ending on the last day that School is in session and includes School year vacations.

C. Establishment of Rules and Procedures

The use of any Facility for nonprofit, educational or community purposes outside of the business day shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Town Manager or Superintendent of Schools or their designee(s) consider(s) expedient. This policy is read in conjunction with section 54-1 et seq. of the Town Code. If there is any conflict between this policy and the Town Code, the Code provisions will prevail.

Consistent with this policy, the Town Manager and Superintendent of Schools shall promulgate Administrative Regulations and associated forms for the use of buildings and Facilities. Since the primary purpose of public school Facilities is for public educational activities, including athletic events, such activities will have priority over all other requested uses of School premises.

D. Application Procedures

An application for use of a School Facility shall be submitted to the School Administrator during the School year. In the absence of the School Administrator, and during summer vacation, the application shall be submitted to the Facilities Director.

An application for use of a Town Facility shall be submitted to the Town Administrator for the Town Facility. The Town Manager shall determine the appropriate Administrator for Town Facilities.

The application shall specify the Facility requested. All School or Town equipment shall not be used without the express written permission of the Administrator.

The School Administrator shall forward to the Facilities Director each application with a recommendation, as to approval or denial, and the amount of fees to be collected. The Facilities Director shall review the application and forward approved requests to the Director of Public Works for final approval and scheduling. Approval of the use of the School Facility may be revoked at any time by the Superintendent of Schools. Approval of the use of the School grounds may be revoked at any time by the Town Manager.

The Town Administrator shall forward to the Director of Public Works each application with a recommendation as to approval or denial. The Director of Public Works shall make a final determination whether to approve the application. For those applications approved, the Director of Public Works shall determine scheduling and the amount of fees to be collected. Approval of the use of a Town Facility may be revoked at any time by the Town Manager or his designee.

E. Eligible Organizations and Priority of Use

Administrators responsible for reviewing and recommending requests for use of Facilities will use the following guidelines regarding priority use.

Order of Priority:

1. School Facilities

a. School events, including educational and athletic

b. School-sponsored events

c. Items listed under sections 2. a., d., e. and f. below

2. Town Facilities

a. Town Council, boards, commissions, agencies or departmental activities

b. School events, including educational and athletic

c. School-sponsored events

d. Activities of non-profit organizations operating within the Town, other than School related organizations covered by category #2 b. and c. above.

e. For-profit groups or organizations operating within Town.

f. All other groups.

In the event of the cancellation of any Town or School sponsored event or activity as set forth above, due to weather or any other unforeseen circumstance, the event or activity may be rescheduled to a convenient date that may require the "bumping" of an outside organization's reservation. The outside organization shall be provided with an alternate date.

F. Restrictions on Use of Facilities

In addition to the restrictions set forth in section 54-1 et seq. of the Town Code, the restrictions below shall apply to the use of Facilities. Any violation of this Policy or any applicable Administrative Regulations

may result in permanent revocation of the privilege to use Town or School Facilities by the organization and/or individuals involved.

1. Facilities will be rented to organizations only when a majority of its members are Town of Enfield residents. The organization shall be responsible for any damage to equipment or buildings that occur during its use of the Facility.

2. Users of Facilities must designate a responsible adult supervisor to: be on site before the first participant has arrived; remain throughout the event; and not leave until after the last participant has left the Facility. Supervisors must have cell phones with them during the event.

3. No illegal activities are permitted.

4. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances are not permitted on School property.

5. Use of tobacco is not permitted within Town buildings. Unauthorized controlled substances are not permitted on Town property. Alcoholic beverages shall not be consumed on Town property or brought into a Town building, without proper permits in place.

6. Refreshments may not be prepared, served or consumed without the proper approvals. If such approval is granted, refreshments may be prepared, served and consumed only in areas designated.

7. Advertising, decorations or materials must be approved by the Administrator.

8. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages are not permitted.

9. Activities that are disruptive of the regular ongoing School or Town business are not permitted.

10. Nothing shall be sold, given, exhibited, or displayed without approval by the Administrator.

11. Any area deemed "off limits" shall not be used.

12. Responsible Administrators must make arrangements to hire uniformed police at all School dances and for any event or combination of events for which traffic and parking problems may be expected. Such determination is the prerogative of the responsible Administrator upon review of the rental application. Multiple events requiring uniformed offices shall pro-rate the cost for the uniformed officer(s) to the applicant involved on a basis to be determined by the Public Works Director for Town sites and the Facility Director for School sites.

G. Fees and Other Costs

Users of Facilities shall be responsible for the fees and costs set out in a fee schedule as established jointly by the Town Manager and Superintendent of Schools. The following guidelines shall be incorporated into such fee schedule:

Category Fee

1. School-sponsored programs and None.

activities.

2. Activities that further the educational Associated costs.

objectives of the public schools

(e.g. PTO, Booster Clubs, Safe

Graduation Committees and similar

organizations).

3. Town department or agency activities. No rental fee or associated costs.

4a. Activities of non-profit organizations Associated costs.

operating within the Town, other than

School-related organizations covered

by section E. 1. and 2. above.

4b. Activities of non-profit organizations Rental fee and

Covered under section E. engaged associated costs

In fund raising activities costs.

5. Activities of for-profit organizations Rental fee and

Operating within the Town. associated costs.

H. Insurance and Liability

The Facility user assumes all responsibility and liability for any injury to persons, and for damage to and loss of School or personal property in connection with the use of the Facility. The user holds the Town and School employees and the Town Council and Board of Education harmless for any such losses or damages. Responsibility and indemnification are detailed in the rental agreement.

Users must provide a certificate of insurance with their application. The minimum limits of liability are as follows:

General Liability - $1,000,000 Each Occurrence

$2,000,000 Aggregate

Automobile Liability - $1,000,000 Combined Single Limit

Users having either volunteer workers or paid employees must provide Workers Compensation coverage, including Employers Liability Coverage in the amount of $100,000/500,000/100,000.

Individual users are required to provide a copy of their homeowner's or apartment dweller's insurance policy declarations page. Minimum personal liability coverage of $300,000 is required.

The Certificate Holder field should read:
Town of Enfield/Enfield Public Library
820 Enfield Street
Enfield, CT 06082