

**FEE SCHEDULE**

Fees shall be payable to the ‘**Town of Cheshire.**’ The Town reserves the right to waive any fees or requirements, at the discretion of the Town Manager, if the scheduled use of the facility is in the best interest of the Town of Cheshire or the community.

NO FEE:

- Group I:** Town departments, boards, commissions and committees  
Town employee and volunteer firefighter organizations  
Local political parties and political candidates representing Cheshire  
State and federal government agencies

SEE FEE SCHEDULE BELOW:

- Group II:** Local 501(c)(3) organizations  
Local recognized civic and service organizations  
Local athletic or sports-affiliated groups
- Group III:** Local condominium and homeowners associations  
Individuals and private groups (Parks and Recreation facilities ONLY)
- Group IV:** For-profit and non-local organizations  
Individuals and private groups (for non-Parks and Recreation facilities)

<i><b>ROOM AND TIME OF USE</b></i>	<i><b>GROUP II</b></i>	<i><b>GROUP III</b></i>	<i><b>GROUP IV</b></i>
<b>MOSS ROOM – CAPACITY 10</b> NORMAL BUSINESS HOURS	No fee	\$15.00 per hour 2 hour minimum	\$30.00 per hour 2 hour minimum
<b>BALDWIN ROOM - CAPACITY 170</b> NORMAL BUSINESS HOURS	No fee	1-3 hours - \$100.00 4-6 hours - \$200.00	\$100.00 per hour 2 hour minimum

Renters in Group I may reserve rooms or facilities for municipal use up to a year in advance based on availability, and may reserve with an application, a written request, or copy of the meeting notice/agenda.

Renters in Group II may book up to three months in advance based on availability, with full payment where applicable, for a maximum of three month time blocks, although their application can be submitted annually. These groups may submit an application annually which will be held on file by the appropriate department head.

Group III and IV users may book up to three months in advance depending on availability, for a maximum of three month time blocks, and must submit a separate application for each request with full payment based on the estimated number of hours that the facility is to be used.

Due to heavy municipal and community use of rooms, consecutive monthly bookings and consecutive weekly bookings can only be accommodated by special arrangement with the department head whose department supervises or administers the facility or building.

For all Town parks, facilities and buildings, a fee will be charged, in full hour increments, for any additional time used beyond the estimated and prepaid amount. For social events, a security deposit for damages or cleanup may be required at a rate to be determined by the department head and will be returned in full if no damages have occurred or no additional cleanup is required by Town crews. Damage and additional cleanup costs will be charged to the group using the park, facility or building. No future uses of the park, facility or building will be permitted until all costs for damages and additional cleanup have been paid in full.

## REGULATIONS FOR USE OF LIBRARY MEETING ROOMS

1. A Certificate of Insurance naming the Town of Cheshire as an additional insured must be provided by all organizations in Group II, Group III and Group IV. Group II users may file an annual Certificate of Insurance.
2. No groups larger than the maximum occupancy per Fire Code will be permitted in any room.
3. No material may be affixed to wall surfaces without prior permission.
4. The Mary Baldwin Room (170 persons) and the Evelyn Moss Room (10 persons) may be scheduled for use during the hours the Library is open to the public.
5. Adults 25 and older may reserve meeting rooms.
6. Non-weather related cancellations must be made to the appropriate department at least one business day prior to the date and time reserved
7. Weather related cancellations must be made prior to 2:00 p.m. on weekdays. For weekend events, renters must call the facility representative by 2:00 p.m. on the Friday before the event if inclement weather is threatening the event to make arrangements in the case of a cancellation and at least three (3) hours prior to an event's start time on weekends in accordance with the weekend arrangement procedures made at the time of reservation. If no notice of cancellation is given, 50% of the full rental fee will be charged.
8. Attendance at all meetings is open to the general public and may not be limited to group's members or express individuals.
9. The group is responsible for setting up the room, returning the room to its original condition and complete cleanup afterward.
10. No custodian is available.
11. Refreshments may be served in the Mary Baldwin Room, but no kitchen facilities are available.
12. Alcoholic beverages may not be served.
13. Meeting rooms are available for use only when the Library is open to the public.
14. All meetings must end 15 minutes before the Library closing time
15. The group is responsible for maintaining order during its meeting or program such that it does not disturb the normal operations of the Library.
16. Library staff may require access to the room in use in order to obtain materials.
17. Damage, which is considered more than normal wear, shall be repaired by the Library and charged to the group using the room at the time the damage occurred.
18. The Library reserves the right to refuse bookings to any group that fails to comply with these stated policies.
19. Group participants shall use parking spaces that do not hinder the normal operations of the library. These parking spaces are available behind Christ Community Church (120 Main Street).
20. The Library is not responsible for equipment, supplies, material or other items owned and/or used by a group or individuals in the Library.

Violations of any item(s) listed in these REGULATIONS may result in cancellation of future reserved dates and suspension of any use of a park, facility or building for up to one (1) year. Any appeals of cancellation and/or suspension must be referred to the Town Manager.

**FEE WAIVER**

In recognition of the valuable contributions made to the Town of Cheshire by many local organizations, this policy allows for the Town Manager to waive building use fees for such organizations. If your organization has a program or service that provides a direct benefit to the Town of Cheshire, please describe below so that a fee waiver may be considered for this rental application. The contact person indicated will be notified of the waiver decision.

Fee waiver requested in recognition of (please describe):

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**INDEMNIFICATION**

I/We hereby agree to, at all times, indemnify and save harmless the Town of Cheshire, its agents, employees, and public officials from and against all damages, judgments, legal fees, expenses and claims which the Town of Cheshire, its agents, employees and officials may suffer because of the use of Town of Cheshire facilities by the organization indicated on this application, except when injury or damage directly results from negligence solely of the Town of Cheshire, its agents, employees, or officials. The existence of insurance shall in no way limit the scope of this indemnification.

I/We have read and understand the rules and regulations established by the Town of Cheshire on the use of public facilities and agree to comply with said rules and regulations.

I/We further agree to be responsible for the payment of the fees as shown and any and all additional costs or fees incurred by us in complying with the aforementioned rules and regulations.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name (print) \_\_\_\_\_

Name of Organization \_\_\_\_\_

**Library Hours:**

Monday - Thursday                    9:00 am – 8:30 pm  
Friday - Saturday                    9:00 am - 5:00 pm  
Saturdays- July & August            9:00 am - 1:00 pm  
Sundays (Nov 2015-Mar 2016)    1:00 pm – 5:00 pm

**Retain one copy for your files**

**and return a signed copy to:**

Cherie Stenson  
Cheshire Public Library  
104 Main Street  
Cheshire, CT 06410  
Phone: 203-272-2245 ext. 33017  
Fax: 203-272-7714  
cstenson@cheshirelibrary.org

Date Received / Initials \_\_\_\_\_

**GUIDELINES**

- I. Priority for meeting room use is:
  - 1. Library sponsored programs and functions
  - 2. Meetings of official Town Boards and Commissions
  - 3. Civic, cultural and educational organizations open to the public

***The Town reserves the right to rearrange or cancel use of meeting rooms.***

- II. Applications must be received at least one (1) week before the event.
- III. Bookings can be made up to three (3) months in advance and may be made for three-month time blocks. You must reapply at the end of the three month period.
- IV. Equipment available: 120 chairs, 20 tables, lectern, screen, public access system, large screen TV, VCR, DVD. Please request equipment in advance.

**The user must provide any other equipment.**

<b>Library</b> 104 Main St.	Mary Baldwin Room	170 people	During hours of Library operation only	Parking is limited, please park in back of church.
	Evelyn Moss Room	10 people	During hours of Library operation only	Parking is limited, please park in back of church.

**CHESHIRE PUBLIC LIBRARY**  
**APPLICATION FOR USE OF MEETING ROOMS**

Your booking is confirmed when you receive your confirmation of application in the mail.

PLEASE PRINT CLEARLY

Name of Organization \_\_\_\_\_  
Person Filing Application \_\_\_\_\_  
Email address \_\_\_\_\_  
Address \_\_\_\_\_ Home Telephone \_\_\_\_\_  
\_\_\_\_\_ Work Telephone \_\_\_\_\_

Description of Function \_\_\_\_\_

**Evelyn Moss Room** (capacity 10) Estimated Attendance: \_\_\_\_\_

Date(s) of Meeting(s) \_\_\_\_\_  
and Time(s) start: \_\_\_\_\_ end: \_\_\_\_\_

**Mary Baldwin Room** (capacity 170) Estimated Attendance: \_\_\_\_\_

Date(s) of Meeting (s) \_\_\_\_\_  
and Time(s) start: \_\_\_\_\_ end: \_\_\_\_\_

Equipment requested from given list: \_\_\_\_\_

**Check must be made out to 'Town of Cheshire.' Please submit payment to the library 5 days in advance of the event.**

Signature of Person Filing Application \_\_\_\_\_ Date \_\_\_\_\_

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CONFIRMATION OF APPLICATION

Organization: \_\_\_\_\_

Your request for use of the Mary Baldwin Room has been

Your request for use of the Evelyn Moss Room has been

Approved \_\_\_\_\_  Not approved \_\_\_\_\_

Equipment \_\_\_\_\_ Fee Paid \_\_\_\_\_ Fee Due \_\_\_\_\_

Certificate of Insurance received  Date \_\_\_\_\_

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date