

This document (7 pages) contains the following: Wheeler Library's Rental Policy, Rental Agreement, and Rental Application. Please review all the materials and let us know if you have any questions. Thank you for your interest in renting space for your event.

WHEELER LIBRARY RENTAL POLICY

Consistent with its primary purpose as North Stonington's library, and as a cultural center for the community, the second floor reading room of the Wheeler Library may be leased by individuals and/or organizations for appropriate events and activities under the following terms and conditions:

1. APPLICATION AND AGREEMENT

Individuals or organizations (lessee) wishing to lease the second floor must complete the written application form available from the Library's Director and, if the application is approved, the lessee must enter into a written rental agreement as provided by the Library.

Only the particular space leased may be utilized. The lessee shall ensure that event attendees confine themselves to the rental space within the building. This limitation is intended for the security of the building and its contents as well as for the personal safety of individuals in the building. For those leasing the second floor reading room, there are available restrooms in the basement and on the main floor with elevator access.

No use of tobacco products shall be allowed on the Library property inside or outside the building. In the event alcohol is approved for the event, no alcohol shall be taken from the building.

The lessee shall be responsible for the supervision of attendees at all times during the rental period. The lessee shall be responsible for any damage to the premises and/or its furnishings or furniture. In the event of any such damage, the Library shall be entitled to pay reasonably for repairs and to bill the lessee and/or take payment from the security deposit posted by the lessee. *The lessee shall obtain a policy or policies of insurance naming Wheeler Library as an additional insured with at least the following coverage: \$500,000 minimum in liability coverage.*

2. PARKING

There is limited parking available on Library premises in the oval in front of the Library and in the lot to the rear of the Library. Those who wish to provide parking in either the parking lot of the adjacent town building, 298 Norwich-Westerly Road (860-535-0377) or at the Congregational Church (860-535-0379) must make arrangements directly with those property owners to obtain parking permission.

3. OCCUPANCY CAPACITY

Event or activity lessees shall ensure compliance with the following occupancy limitations: for the second floor, the capacity for standing room is 150 persons. With dinner tables, the capacity is 100 persons. For a lecture, the capacity is 130 maximum.

4. HOURS

Rental activities, including setup and clean up, may only take place during hours the Library is not in operation and shall not extend beyond 10pm. Any music must end by 9pm.

5. SET UP AND CLEANUP

A. The event lessee shall be responsible for set up before the rental event. For this purpose, the Library has approximately 45 metal folding chairs and 7 six-foot rectangular tables which may be used. Following an event or activity, the lessee shall ensure that the Library facility is returned to the same condition as found. Any Table(s) and chairs shall be returned to their storage location. Tables shall be cleaned; floors swept and washed as needed, and carpets vacuumed. All articles brought to the premises, to include food, liquids, decorations, etc., as well as any trash generated by the event, shall be removed from the premises by the lessee as part of the cleanup process. The building lights and heat shall be turned off and the building secured by the lessee in accordance with directions given by the Director. The event lessee shall be solely responsible for any damage caused to the premises. The lessee will be required to post a security deposit with the Library when the rental agreement is signed in an amount equal to one half the rental cost.

B. The Library reserves the right to approve any set up or decorating intended by the lessee. Taping, pasting, tacking, pinning, nailing or otherwise attaching items to walls, windows, doors, ceilings, floors, furniture or fixtures will not be permitted. There shall be no open flames or candles. Sterno units may only be used in conjunction with a catered event, and only by the caterer. Only commercial grade extension cords may be utilized and must be placed so as to avoid any danger to persons or impediment to movement.

6. FOOD/CATERING

A. Since the Library has no kitchen facilities, food and cooking arrangements are the sole responsibility of the event lessee. All food and cooking activity shall be subject to pre-approval by the Director. In the event, the lessee intends to have a catered event, the intended caterer shall be subject to pre-approval by the Director and must be selected from among the following approved caterers:

- **A Thyme to Cook, 860-887-5932**
- **Gourmet Galley, 860-415-9589**
- The Tin Peddler, 860-245-4249**

The lessee shall provide a copy of the user agreement to the caterer who, in turn, must adhere to its terms.

B. For non-catered events serving food, all planned food must be pre-approved by the Director prior to bringing onto the premises. There will be no cooking on the premises, only re-heating food. Food may be kept warm through use of crock pots using commercial grade extension cords. No use of heating plates or Sterno heated units.

7. ALCOHOL

For any event in which alcohol will be served, the lessee must provide adequate assurance beforehand of the following:

1. The lessee has procured the services of a certified professional server.
2. The lessee must obtain and provide written proof of having secured liability insurance coverage in the amount of no less than \$500,000 naming the Wheeler Library and School as an additional insured for purposes of the event specifically including a provision that alcohol will be served at the event and will hold harmless Wheeler Library. The lessee can obtain the required insurance from their homeowner's insurance OR an outside insurance carrier. The lessee shall ensure that no alcohol is served to a minor or to any intoxicated person on or about the premises during the rental period.
3. The lessee shall ensure alcohol is not removed from the premises.
4. These criteria are most easily met using the services of a commercial alcohol vendor, such as Cask and Keg, or by using an approved professional caterer that will provide evidence of general liability and liquor liability insurance.

8. MUSIC/ENTERTAINMENT

Any form of entertainment, including music, shall be subject to pre-approval by the Library. In the event the lessee intends to have any such entertainment, the lessee shall provide the details prior to signing the rental agreement. Entertainment shall be confined to the rental space and shall be appropriate, by character and volume, to the Library's purpose and the village environment. The Lessee is solely responsible for bringing in any and all equipment. Music must end by 9pm.

9. RENTAL COSTS - The rental fee for the second floor reading room shall be \$150 an hour. This includes set-up, rehearsal, clean up and the event hours. At the discretion of the Director, the fee may be reduced for non-profit organizations with proof of 501(C)(3) status and tax ID number.

A. In addition to the rental fee the lessee should be required to pay a refundable security deposit of one half the anticipated rental fee.

B. In addition to the rental fee the lessee should be required to pay a refundable security deposit of one half the anticipated rental fee.

C. A 50% non-refundable deposit of the rental fee must be paid at time of signing the rental agreement to secure the date. The remaining rental fee and full security deposit must be paid two weeks prior to the commencement of the event. The library will promptly return the lessee's security deposit, less the cost of any damage caused during the term of the lease.

WHEELER LIBRARY RENTAL AGREEMENT

The Wheeler Library and _____ (Lessee) agree that

_____ may lease the second floor of Wheeler Library on _____ (date) between the hours of _____ and _____.

The lessee represents that s/he has read, understands and agrees fully to abide by Wheeler's Rental Policy and rules. The lessee hereby waives any claims against Wheeler for any cause arising out of this rental agreement or its use of the premises and agrees to hold and save Wheeler Library harmless from any causes or suits arising from this agreement or use.

The lessee agrees to provide the 50% deposit as specified in the rental agreement in the amount of \$ _____ dated today, _____

The remaining rental fee and full security deposit, amounting to \$ _____ is due 2 weeks prior to the scheduled event, on the date of _____.

The lessee agrees to show proof of liability and (if applicable) alcohol insurance specific for the date of the event one month prior to the event, on the date of _____.

Signed:

Amy Kennedy, Director
Wheeler Library or Her Representative

(Lessee)

Date of Signature: _____

WHEELER LIBRARY FACILITY RENTAL APPLICATION

**The completed application does not imply permission to use the library.
Please wait to hear from us.**

NAME OF APPLICANT/ORGANIZATION:

CONTACT PERSON:

ADDRESS:

TELEPHONE: _____ EMAIL: _____

Is applicant a not for profit organization under IRS 501(C)(3)? Yes ___ No _____.
If so, please provide the applicant's tax ID No. _____

EVENT INFORMATION

Date and time of event: ____/____/____ from _____ to _____.

Set up will begin at _____; Cleanup will **end** at _____. = _____ Rental
Hours x \$150.

Brief description of Event:

Is event open to the public? Yes ___ No ____

Expected attendance: Adults _____ Children _____

Will food be served? Yes _____ No _____

Caterer:

If yes, will you be employing a caterer? (*Caterer must be from Wheeler Library approved list of caterers listed at bottom of this form*) Yes _____ No _____

If yes, Name of Caterer: _____

Will Alcohol be served? Yes _____ No _____

If yes, an approved Commercial Alcohol Vendor or approved, licensed caterer must be used to serve alcohol.

Thank you for your interest in renting the Wheeler Library.

Please note that sufficient liability insurance must be procured for your event:

Both **Liability** and, if applicable, **Alcohol Service**

Please return completed application form to:

Amy Kennedy, Wheeler Library, 101 Main Street, P.O. Box 217, North Stonington, CT 06359, 860-535-0383

or email to: amykennedy@wheelerlibrary.org

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Approved Caterers:

Wheeler Library has made arrangements to allow the following caterers to work at the library's catered events:

- A Thyme To Cook***, (860) 887-5932
- Gourmet Galley***, (860) 415-9589
- The Tin Peddler***, (860) 245-4249

Alcohol Service:

If you are serving alcohol at your event, we suggest the following local Commercial Alcohol Vendor:

- Cask & Keg***, Mystic, Connecticut

Thank you for your interest in renting the library space. Please do not hesitate to get in touch with any questions. Should the fee be above your budget, we will work with you to come to an agreement.