

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 2025

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:

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.

There is no air conditioning on the top floor or the basement floor. Please consider this when renting library spaces between June and September.

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. **Use of the main floor, including the Children's Room, will be at an additional cost. No activities, tables, chairs, displays or the like may be set up in any library space except for the second floor reading room. INITIAL HERE ____**

No use of tobacco products shall be allowed on the Library property inside or outside the building. If 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 the following coverage: \$1,000,000 minimum in liability coverage. This coverage is generally within your homeowners' policy. It is available online as well at a reasonable price (search event insurance).*

The library is available for rental during closed hours only.

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 CLEAN UP

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 4 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, must be removed from the premises by the lessee as part of the cleanup process.** The building lights and heat must 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.

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. Live flames are not permitted.. 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 secured so as to avoid any danger to persons or impediment to movement. There may be no use of confetti, loose glitter, and cold spark machines.

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**

Should you want to use a caterer not listed, that caterer must make a library visit and tour the building with a staff member prior to the event being approved. The lessee shall provide a copy of the user agreement to the caterer who, in turn, must adhere to its terms.

B. There will be no cooking on the premises, only re-heating. Food may be kept warm through use of crock pots using commercial grade extension cords.

C. Food service providers are responsible for ensuring that any and all spaces used for food prep are thoroughly cleaned, all trash removed, and reset to the condition in which they were found.

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 contracted with a professional, insured bartending service. No underage drinking will be permitted in the library or on the library property. procured the service
2. The lessee must obtain and provide written proof of having secured liability insurance coverage in the amount of no less than \$1,000,000 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.

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. The library is an historic building and is unable to support the power requirements of a band.

9. RENTAL COSTS - For a catered event, the base rental fee for the second floor reading room is \$150/hour. Please include time for set-up, rehearsal, clean up and the event hours In addition, there is a cost of \$40 per hour for a library staff member to be on-site and a \$100 cleaning fee. For smaller events without catering or alcohol, (baby shower, etc), the fee is \$100/hour plus the staffing and cleaning fees. The library has the discretion to increase/decrease these fees after reviewing the application.

A. In addition to the rental fee the lessee is required to pay a refundable security deposit of \$1000. This payment by separate check will be returned or destroyed if there is no damage.

B. 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.

For large events to be held at Wheeler Library, we recommend the use of a wedding planner, Jen Strunk. Jen has familiarity with the building and local suppliers. She can be reached at jen@jenstrunk.com.

WHEELER LIBRARY RENTAL AGREEMENT 2025

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% non-refundable deposit as specified in the rental agreement in the amount of \$ _____ dated today, _____.

Number of hours specified in rental x \$150 due today = \$ _____

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

Cleaning fee of \$100 plus staff member \$40 per hour plus \$1000 security deposit plus remaining rental fee = \$ _____

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:

Diane Deedy, Director

Wheeler Library or Her Representative

(Lessee)

Date of Signature: _____

WHEELER LIBRARY RENTAL APPLICATION 2025

**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. Staffing hours x \$40/hour. Cleaning \$100.

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:

Diane Deedy, Director, Wheeler Library, 101 Main Street, P.O. Box 217, North Stonington, CT 06359, 860-535-0383

or email to: director@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.