

Waterville Public Library Grounds Policy

The Waterville Public Library (WPL) is pleased to work with the community to offer ample, well-maintained outdoor spaces, including the East Lawn, the Howard Lally Memorial Garden, the Children's Garden, Owen's Nature Trail, etc. These spaces are primarily used for programs and events by the Library. When not in use, the community is encouraged to responsibly enjoy them in a positive manner.

Reservations for WPL Grounds Use can be made by completing the Grounds Use Form online or at the library. Reservations will then be approved at the discretion of the director, and as needed by the Library Board of Trustees. Use/reservation of the grounds will follow the order below:

1. WPL sponsored events
2. Not-for-profit groups and organizations offering events that are educational or civic in nature, and are free and open to the public
3. Private events or businesses

In order to maintain the grounds and outbuildings for such use, donations are greatly appreciated. Donations are typically based on the size of the event, and whether the event is serving the public through a not-for-profit organization, or offering a space for private events. Typical donations range from \$25 for small, simple events - \$500 for larger, private events in the 2022 year.

Access to the Library's indoor facilities, such as the bathrooms, during non-Library hours may be granted upon special arrangements made with the Library Director and approval of the Board. Events that require WPL staff on site will be required to pay for staff hours.

General Rules of Usage

*All Library property and employees are to be treated with care and consideration, as they are expected to treat you and your guests in turn.

*The Library building and grounds are designated as non-smoking areas.

*Permission to use the Library grounds does not constitute an endorsement by the Board or staff of a particular group or its program. No unwarranted implication that a group is sponsored or endorsed by the Library is permitted.

*The Board reserves the right to refuse applicants for events deemed potentially disruptive to neighboring residents and property owners.

*Applicant assumes responsibility for security, expense, clean up, and guests present.

*Not-for-profit groups using the grounds at no cost may not charge admission fees or require donations for participation in events held on the grounds without the express approval of the Board.

*Event attendance may not exceed three hundred (300) persons at any one time.

*The grounds are available for use after regular Library hours or during regular hours of Library operation, provided that the planned event does not interfere with the regular operation of Library services or impede patron access to the Library building.

*Event sponsors shall attend to a prompt cleanup of the grounds/facilities immediately upon conclusion of the event, and shall return the Library's property in the same condition in which it was received. Event sponsors shall be responsible, without limitation, for any costs incurred by the Library in remediating damage occurring to Library property by reason of the acts or omissions of the event sponsor or its attendees during the event, and shall promptly reimburse the Library for the same.

*Alcoholic beverages may not be served in connection with any event on the grounds without the express approval of the Board. In such cases, alcoholic beverage service must be under the direction of a licensed caterer (copy of license to be submitted with application), and in compliance with all applicable Federal, State and Local laws.

*At the discretion of the Board, event sponsors may be required to provide proof of insurance, with the Waterville Public Library named as an additional insured, and/or a letter of indemnity prior to the occurrence of any approved event.

*Event applicants intending to erect temporary structures or facilities on the grounds shall obtain express approval from the Board to do so. It shall be the sole responsibility of the event sponsor to obtain any required permits and to furnish copies of the same to the Board prior to placement at least one (1) week prior to the event. Applicants approved for temporary structures or facilities requiring the setting of posts or otherwise disturbing the ground shall be required to contact any utility companies servicing the grounds to mark the location of buried service and power lines.

*Event sponsors and their attendees must abide by all applicable Federal, State and Local laws, rules, regulations and ordinances.