

MANCHESTER PUBLIC LIBRARY
Regulations Concerning Use of Whiton Branch Library Auditorium
and King's Daughters Room

The Whiton Auditorium and King's Daughters Room (henceforth KDR) are available for use by community groups and organizations whose use will not interfere with the normal manner of operation of the library.

Written application must be made and use approved by the appropriate library authority no more than three weeks in advance of the date selected.

Alcoholic beverages, as well as the preparation or serving of food other than light snacks are prohibited on the premises.

The KDR is not handicapped accessible.

Smoking or burning of candles is NOT permitted.

Seating capacity of the auditorium is 110; occupancy of the KDR is limited to 12.

Use may be scheduled between 10:00 a.m. and 8:00 p.m., Monday through Thursday, and between 9:00 a.m. and 4:30 p.m. on Fridays and Saturdays. Whiton Branch is not open on Saturdays throughout the entire year.

The Manchester Public Library assumes no responsibility for personal injury or damage to personal property that occurs during use of the library premises. Evidence must be presented of existing public liability insurance in favor of the applicant and the Town of Manchester with a minimum limit of \$2,000,000.00. The Town of Manchester shall be listed as "Additional Insured." Sample insurance forms are available at the Whiton Branch.

The requirement for public liability insurance may be waived for use by the administration and/or government of the Town of Manchester. Questions about why insurance is required should be directed to the Town of Manchester Finance Department at (860) 647-3031.

A \$10.00 (KDR) or \$25.00 (Auditorium) usage fee [check to: Manchester Public Library] is payable on the day of the usage/performance.

MANCHESTER PUBLIC LIBRARY

Application for Use of Whiton Branch Library Auditorium / King's Daughters Room

Today's Date _____

Note: Reservations may be made no more than three weeks in advance of date selected.

The Applicant listed below agrees to abide by the written regulations pertaining to the use of the Whiton Branch Library Auditorium and King's Daughters Room, a copy of which has been received.

Circle Room to be Reserved: King's Daughters Room Auditorium

Name of Applicant (organization or group) _____

Purpose or function of organization or group _____

Nature or purpose of meeting _____

Date and Hour of Meeting _____ Alternate Date and Hour _____

Probable Length of Meeting _____ Estimated Attendance _____

Signature of officer or individual representing the Applicant

Please Print: Return to:

Whiton Branch Library

Name _____ 100 North Main Street

Address _____ Manchester, CT 06040

Telephone _____ Or Fax to 860-533-1251

Library Use Only:

Approved _____ Date _____

Library Authority