

MANCHESTER PUBLIC LIBRARY
Regulations Concerning Use of Whiton Memorial 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 Auditorium, KDR and restrooms are not handicap accessible.

Smoking is NOT permitted.

Seating capacity of the auditorium is 175; 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 may be closed on Saturdays in July and August.

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) 647-3121.

A \$10.00 (KDR) or \$25.00 (Auditorium) usage fee is payable on the day of the usage/performance.

Approved by Manchester Public Library Board of Trustees 7/2002

MANCHESTER PUBLIC LIBRARY
Application for Use of Whiton Memorial 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 Memorial 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:

Name _____

Address _____

Telephone _____

Return to:

Whiton Memorial Branch Library

100 North Main Street

Manchester, CT 06040

Or Fax to 860-533-1251

Library Use Only:

Approved _____

Library Authority

Date _____