

# **BANCROFT PUBLIC LIBRARY**

## **PROUDFIT HALL RENTAL - USAGE AGREEMENT**

Proudfit Hall is available for both general public and library use. Rental fees collected for the space are managed by the Trustees of the Bancroft Trust for the maintenance of the building.

The rental fee for use of Proudfit Hall is \$40.00 per 4-hour period or \$75 for a full day payable at the time the key is picked up, prior to using Proudfit Hall. The rental fee for business or commercial use of Proudfit Hall is \$80.00 per 4-hour period or \$150 for a full day payable at the time the key is picked up, prior to using Proudfit Hall. Special pricing may be available for rentals by the same organization requiring multiple monthly rentals throughout the year.

The rules for use of Proudfit Hall community room and are as follows, and are clearly posted within Proudfit Hall. If these rules are not followed, there will be an additional charge for repairing damage, cleaning and/or garbage removal:

- Anyone using the Proudfit Hall community room, kitchen and bathrooms shall leave them clean, in good condition, and arranged tables and chairs as they were found.
- NO SMOKING or VAPING in building or outside including sidewalk and rear courtyard.
- NO ALCOHOL allowed in building or courtyard.
- Do not attach (tape, pin, etc.) anything on walls, doors or windows.
- Heat should be left at 65 degrees.
- Air conditioning shall be left at 75 degrees.
- Plates, kitchen ware, etc. must be cleaned and returned to storage location, if used.
- Tables must be wiped clean, if used.
- Empty the refrigerator and freezer of personal items before leaving. Lock the fridge and freezer.
- Users are responsible for cleaning the floor covering if soiled while using the room.
- Garbage removal and clean up are the responsibility of the user.
- Turn off all lights when leaving.
- Turn off power to automatic door and lock the door.
- NO OUTDOOR BARBECUING.

Groups reserving the room for a meeting or event may create posters or fliers about the event. All advertisements for meetings must prominently and explicitly state that the "BANCROFT PUBLIC LIBRARY AND BANCROFT TRUST IS NOT A SPONSOR OR CONTACT FOR THE EVENT. HAVING A MEETING AT THE PROUDFIT HALL COMMUNITY ROOM DOES NOT CONSTITUTE AN ENDORSEMENT OF THE PROGRAM BY THE BANCROFT PUBLIC LIBRARY OR BANCROFT TRUST". Failure to comply with this requirement will result in the reservation for Proudfit Hall being canceled.

Business and commercial Proudfit Hall renters will provide the Bancroft Trust, P.O. Box 575, Salem, NY 12865 and Bancroft Public Library, P.O. Box 478, Salem, NY 12865 a certificate of (liability) insurance in the amount of \$2,000,000.

All users, paying or rent-free, are required to sign the Proudfit Hall – Rental Usage Agreement and will be provided with a copy of the usage rules. All Proudfit Hall- Rental Usage Agreements expire December 31<sup>st</sup>.

*By signing this agreement, the user assumes full responsibility for any personal injury and any loss or damage. The Bancroft Public Library and its Board of Trustees, and Bancroft Trust are hereby absolved from any liability resulting from personal injury or damage to personal property when using the Proudfit Hall. By signing this agreement, the users agree to be responsible financially for any damages to the Proudfit Hall community room, kitchen and bathrooms that occur while using the space. Failure to pay for repairing damage, cleaning and/or garbage removal will result in not being able to use Proudfit Hall for 5 years.*

*I have read the Proudfit Hall – Usage Policy for the rental/usage of Proudfit Hall and agree to abide by them.*

_____ <b>Signature of Responsible Party</b>	_____ <b>Printed name</b>
_____ <b>Organization (if applicable)</b>	_____ <b>Street</b>
_____ <b>Date</b>	_____ <b>Town, State and Zip Code</b>
_____ <b>Phone #</b>	_____ <b>Email</b>

*Note: The Courtyard is a public space and private use is not included in the Proudfit Hall rental.*

**Business and commercial renters must sign the statement below.**

*As a business and commercial Proudfit Hall renters I certify that I provided the Bancroft Trust, P.O. Box 575, Salem, NY 12865, with a Certificate of (liability) Insurance in the amount of \$2,000,000.*

_____ <i>Signature</i>	_____ <i>Name</i>	_____ <i>Date</i>
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**Approved:** Bancroft Public Library Trustees on May 16, 2022.

**Revised:** Bancroft Public Library Trustees on June 13, 2023 and November 13, 2025

**Approved:** Trustees of the Bancroft Trust on June 21, 2023 and January 5, 2026.