

**MHCA Building Usage Policy
For the Library/Community Center
P.O. Box 93 Belmont, Vt. 05730
Updated February 2019**

Use of the Library/Community Center:

The Mount Holly Library & Community Center building will be available to all non-profits in the town of Mount Holly free of charge. A small donation may be requested to cover overhead expenses for heat, electricity, water, etc. Any organization, or individual, who may want to use the space for meetings, parties, etc. but who are *not* non-profit, will be asked to pay a nominal fee for the use of the space (\$15/hour for MHCA members and \$25/hour for non-members), as well as a clean-up/damage deposit of \$100. The check submitted for the Damage Deposit will be returned to the user, unless it is necessary to deduct charges for clean-up, or damage. An accounting of those charges will be given to the user. There are two public spaces available: the library on the upper floor and the community center room on the lower level, which is where the kitchenette and bathroom are located. Arrangements can be made to use either, or both spaces, for an event.

Conditions for using the library & community center room:

- € A building use form must be obtained from an MHCA Board members, Jennifer Burrows or Linda Miller, and returned in a timely manner, so that the request for the use of the building can be entered into the calendar. If an organization would like to use the building on a regular basis (e.g., once a week at a particular time), this too can be arranged and entered into the calendar.
- € The organization will be provided with a form to fill out after their event. We will be asking them to let us know what their experience was like using the community center/library and the number of people who attended their event.
- € Under certain circumstances, the MHCA Board may require that a paid custodian be on hand when the building is being used. An invoice will be mailed to the user for custodian/building rental charges, if applicable.
- € Clean-up will always be the responsibility of the user. Both the library and the community center room must be restored to their original condition, including replacing all furniture that may have been rearranged for the event. If this does not happen, the cost for clean-up will be deducted from the clean-up/damage deposit paid, if applicable, by the user.
- € It is understood that decorating will be done for a variety of events. It is important that no tacks, nails, or pins be used to hang decorations, as these will leave holes in the walls. We ask that **only painter's tape (NO DUCK TAPE EVER)** be used to hang things on the wall. There is a supply of various colors of painter's tape in a drawer in the divider between the kitchen and the Community Room that you are welcome to

use. All tape should be removed at the end of the event. We appreciate your cooperation with this expectation.

- € Liability for any and all damages incurred is assumed by the organization or individual requesting the use of the building, or equipment.
- € If the organization or individual does not plan to use the facility as originally scheduled, they should notify one of the co-presidents, or the librarian as soon as possible, so the calendar can be cleared.
- € *Special Note* regarding the use of the kitchenette: the Fire Inspector has limited the use of the stove in the kitchenette. He has strictly prohibited frying food at any time. Should he discover during a routine inspection that it has been used for this purpose, he has indicated that he would close down the kitchenette.

Storage Policy:

Spaces Available:

- € The lower level of the Library & Community Center building has several storage areas: one under the stairs coming down from the library (4' x 10'), one at the foot of the stairs (7' x 9'), and one along the east wall next to the furnace room (8' x 20').

Designated use for the spaces:

- € Currently, the space under the stairs has been designated for the water storage supply for the kitchen and bathroom sinks.
- € The storage area along the east wall will be for MHCA storage and for other community groups, which may require storage space, if they choose to use the building, e.g., Girl Scouts, the Community Guild, Bone Builders, etc.
- € The closet at the bottom of the stairs will be for the use of the library and *possibly* an outside community organization as above.
- € The main area of the lower level will remain open and will not be used for storage of any kind. The only furniture that will be in the main area will be 2-3 church pews (one under each wall of windows and possibly one on the east side of the room at the divide between the wood floor and the tile), a child's round oak table and 4 chairs.

Storage Guidelines:

- € All organizations using storage space in the community center will be assigned an area in which to keep their things. Each organization should take care to keep their materials in this area.
- € Each organization will be responsible for maintaining their designated space in an orderly fashion.

- € After any event, all food brought into the building by an individual or organization must be removed from the community center kitchen. Only those groups who use the community room on a regular basis may leave food in the kitchen.
- € If food of any kind is stored (e.g., cookies for children's snacks), the food must be kept in an airtight/pest proof container, and the contents labeled and dated. Any food put in the refrigerator must also be labeled with a name and the date it was put in the fridge.
- € All containers used by any organization to store materials in their designated area should be clearly labeled with the organization's name.
- € Each organization utilizing storage in the Community Center must understand that they may not avail themselves of the supplies of other organizations without the express permission of that organization.
- € If additional storage space is needed, a request should be made to the MHCA Board of Directors, so it can be arranged, if possible.