

**Prince Memorial Library
266 Main Street
Cumberland, Maine 04021
(207) 829-2215**

Policies and Rules for Use of Library Facilities

1. Library facilities are available to area organizations and other groups for presenting programs or holding meetings of a civic, cultural, educational or informational nature during normal library operating hours as follows:

Tuesday through Thursday: 9 a.m. to 8 p.m.
Friday: 9 a.m. to 5 p.m.
Saturday (September-May): 9 a.m. to 5 p.m.

All meetings must end 15 minutes before the library closes.

2. Arrangements for use of library facilities are to be made through the library. The Use of Facilities Agreement must be completed and returned to the library at least 48 hours prior to use of the space.
3. Groups and individuals using library facilities are expected to conform to general library behavior guidelines.
4. Groups and individuals using library facilities are responsible for any damage to facilities and equipment and will be required to pay for repair and/or replacement of such. Library facilities are expected to be left in the condition in which they were found by the groups and individuals using the facilities.
5. Smoking and alcoholic beverages are prohibited in Prince Memorial Library and on library grounds.
6. All food and beverages to be consumed by groups and individuals using library facilities must be served and consumed in the library's Prince Room, and may not be taken into the Cumberland Wing.
7. Prince Memorial Library has limited parking facilities. Groups and individuals using library facilities for meetings are required to park in the further reaches of the library's parking lot, so library patrons can continue to use the library without being inconvenienced.

**Prince Memorial Library
266 Main Street
Cumberland, Maine 04021
(207) 829-2215**

Use of Facilities Agreement

Name of Organization: _____

Name of Representative: _____

Address/Telephone: _____

Facilities Requested: _____

Special Equipment: _____

Date and Time Requested: _____

Purpose for Use: _____

The applicant organization's representative has read and agrees to the Policies and Rules for Use of Library Facilities (on reverse). In addition:

1. The organization and the organization's representative hereby agree and undertake to save and hold blameless Prince Memorial Library from any and all claims for damages, personal and otherwise, that may arise out of the use of Prince Memorial Library and its property, whether by a member of the above-named organization or by other persons using or enjoying said property, and without regard to whether the damage, personal or otherwise, is brought about or caused by negligence, whether on the part of the organization, the organization's representative, Prince Memorial Library, or all three.
2. The organization and the organization's representative will be responsible for and agree to pay for damages done, exclusive of ordinary wear and tear.

Organization's Representative

Prince Memorial Library Rep.

Title

Title

Date filed

Date approved