

Use of Library Outdoor Spaces Policy

Plumb Memorial Library
Rochester, Massachusetts

The Reading Garden and the Gazebo were officially opened in June 2008, with the “Little 100 Acre Woods” officially opening in June 2019. These spaces were intended for use by the citizens of Rochester for individual and group activities of all kinds. The Gazebo was built by David Santos and his Scout troop in 1998 as part of his Eagle Scout project. The Reading Garden was created with donations given in memory of Rochester resident Steven G. Santos. The leaf sculpture and marker for the Meetinghouse Stone were donated by Peter Gross of Rochester’s “Taken for Granite”. The “Little 100 Acre Woods” was installed in the spring of 2019 as part of Colin Mackin’s Eagle Scout project.

A **Use of Library Outdoor Space Form** is required for scheduled group activities, such as private events as well as informational, educational, cultural, and civic events that may benefit the community as a whole. Photo sessions do not require a form, but it is advised to call ahead to avoid scheduling conflicts. It is to be expected that, on occasion, large scheduled events might affect spontaneous casual use of the area.

It is important to note, any pre-planned library event takes precedence over any individual or group event.

In order to ensure the enjoyment of library grounds for the entire community, please observe the following rules:

- ◆ No skateboarding.
- ◆ No smoking.
- ◆ No alcoholic beverages.
- ◆ Please leave the grounds as you found them: free of trash, debris, or decoration. All trash must be removed from the property.
- ◆ Decorations must not be permanently installed or in such a way that library property is damaged. No nails, duct tape, or other fastenings that cause holes in the wood, or paint to be removed may be used.
 - o Permanent decorations are considered a “gift” and fall under the requirements of the applicable policy.
- ◆ Enjoy the flowers and trees; do not pick, alter, or climb them.
- ◆ Clean up after your pet.
- ◆ In the event of a scheduling conflict, Rochester residents have priority on a “first-come-first-serve” basis.
- ◆ Be aware that parking may be limited if the library is open for business.
- ◆ Please also be aware that, when the library is closed, bathroom facilities are not available.
- ◆ A refundable deposit of \$75 will confirm your reservation. Checks may be made out to “Town of Rochester - Plumb Library” with “Library Outdoor Space Use” in the memo line, and will be returned based upon satisfactory inspection of the premises after the event.
- ◆ Donations will be accepted toward the upkeep of the Gazebo, Garden, and Little 100 Acre Woods area(s).
- ◆ The Library Director reserves the right to final approval of all activities.

The request form is on the following page. Please submit it at least one week prior to your event, with a deposit of \$75. The form can be dropped off at the library, mailed to PO Box 69, Rochester, MA, 02770; or emailed to info@plumblibrary.com.

Adopted by the Joseph H. Plumb Memorial Library Board of Trustees on July 12, 2008
Revised April 9, 2024

USE OF LIBRARY OUTDOOR SPACE APPLICATION

Name of responsible party _____

Address _____

Telephone numbers: Day: _____ Evening: _____

Cell phone: _____ Email: _____

Type of organization (Check one): Library Related Educational Cultural Civic Local Regional State

Agency Other: _____

Anticipated attendance: _____ Purpose: _____

Day/Date requested: _____ Time: _____ Length of event: _____

Space: Gazebo Reading Garden Little 100 Acre Woods

Please sign and date this form below. Your signature on this form indicates that you have read and understood the rules governing the use of the library’s gazebo, grounds, Reading Garden, and Little 100 Acre Woods, and are willing to adhere to them.

The user agrees to hold harmless the Town of Rochester, its Library Trustees or any employee or agent acting on behalf of the Town of Rochester or the Library Trustees and to indemnify them from any claim, demand or action by or on behalf of any person or entity arising out of any activity not sponsored by the Town of Rochester at or on the Town's property that occurs as a result of the use of the Town Property including, but not limited to, its establishment, construction, use, maintenance, configuration or existence.

THE TOWN OF ROCHESTER IS NOT RESPONSIBLE FOR ANY DAMAGE, LOSS, OR INJURY INCURRED WHILE USING ANY OF THE LIBRARY FACILITIES.

Signature: _____

Date: _____

Staff: Date Deposit received: _____ Date Deposit returned: _____ Staff initials: _____

Date: _____

(508) 763-8600 or FAX (508) 763-9593

info@plumblibrary.com

<http://www.plumblibrary.com>