

Rules & Regulations of Larkin Room, Middlebury Public Library

Please help keep this room clean, neat, and ready for use by the next organization.

1. The **Library** has a first priority on the use of the **Larkin Room**.
2. All bookings must be made through the **Library Director** on a first come, first served basis for only Middlebury residents.
3. **A Certificate of Insurance is to be presented to the Library Director prior to the use of the facility.**
4. **The Audio Visual Equipment located in the Larkin Room is the property of the Middlebury Public Library and shall not be used by any organization without the prior written consent of the Library Director or the designated representative.**
5. All organizations and groups must supply their own utensils. Please use paper dishes and plastic flatware which can be easily disposed of.
6. **Trash must be removed by the organization at the conclusion of the event.**
7. Nothing is to be left on the counters.
8. No food is to be left in the refrigerator.
9. **NO SMOKING** is allowed in the building.
10. Clean up any spills on stove, refrigerator, and floor.
11. All tables and chairs must be wiped off after each use and be returned to the original positions.
12. Please ask the **Library Staff** for extra trash bags if needed.
13. A **\$100.00 security deposit** is required when renting the facility.
14. Any additional cleaning that is required by the custodian will incur a fee.
15. Please bring your own cleaning materials, soap, dish cloths, and paper towels.
16. Any program involving children is the responsibility of the group leader. Group leaders must arrive 15 minutes before the scheduled event. Group leaders must not leave until all children have been picked up. Under no circumstance should any child be left unattended.
17. Any event serving alcoholic beverages must include on the certificate of insurance Alcohol Liability coverage and hire a police officer through Middlebury Police Department by calling 203-577-4028. Those fees are the renter's responsibility.
18. In case of fire or medical emergency, a telephone is located at the **Reception Desk of the Library**. All exits are clearly marked.

Any and all emergencies should be reported to the Library Director as soon as possible following evacuation of the building.