



## Use of Library Grounds by Non-Profit Organizations

The James Blackstone Memorial Library (the “Library”) welcomes outside groups to use its grounds for community-focused events or other activities. To ensure fair access and proper use, all users of the Library’s facilities and grounds must agree to abide by the following policies:

### 1. Eligibility

- Branford non-profit organizations may request use of the Library’s grounds.
- Commercial or private events are subject to separate application and approval processes.

### 2. Application Process

- Groups must submit a written request at least four weeks in advance (see attached Application).
- Applications should include event details such as date, time, expected attendance, and any special requirements.
- Approval is granted based on availability and adherence to Library policies.

### 3. Grounds Usage Guidelines

- Groups must adhere to the [Library’s Code of Behavior policy](#) and ensure activities do not disrupt regular library services.
- Alcoholic beverages may not be served on the Library’s grounds.
- No placards or signs may be nailed or stapled to trees on the Library’s grounds.
- Tree branches may not be pruned or trimmed to accommodate event equipment or structures.
- Grease or other contaminants spilled on the Library’s grounds must be cleaned up and removed immediately.
- Vehicles are prohibited from driving or parking on Library grounds and are limited to the Library’s paved driveways and parking lots. Loading and unloading equipment must be done at curbside. The applicant is responsible for enforcing driving and parking regulations.
- Any damage to Library property must be reported immediately and will be subject to repair and cleanup costs. The Library reserves the rights to inspect the property and notify the group of any damages not reported by the group.
- The East Shore Health District must be contacted for a food service license if food preparation and/or sales will occur.

### 4. Fees & Cancellations

- Any cancellations must be made at least 48 hours in advance.
- Repeated no-shows or violations of policies may result in suspension of facility use privileges.

## **5. Liability & Compliance**

- The library is not responsible for lost or stolen items.
- Groups must comply with all local laws, including fire safety and accessibility requirements.
- The applicant is responsible for all clean up after the event with no trash left behind or left overflowing in receptacles on the grounds. If cleanup is not properly executed to the Library's satisfaction, the sponsoring organization will be billed for any required cleanup and removal of trash.
- Proof of insurance is required and a certificate of insurance must be provided to the Library for any approved Use of Grounds application prior to the event date.
- The Library reserves the right to deny or revoke access to any group that fails to adhere to these policies.



## Non-Profit Application for Use of Library Grounds

Name of the Non-Profit Organization:

Purpose of the Organization: \_\_\_\_\_

Proof of Insurance, Certificate (*Must be submitted upon approval, prior to Event date.*)

REQUIRED (check box): Additional Insured  Waiver of Subrogation

Person in charge of Event: \_\_\_\_\_

Address of Person: \_\_\_\_\_

Tel./Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Brief description of activity to be held: \_\_\_\_\_

Day(s) and date(s) of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Estimated Number of Persons expected to Participate: \_\_\_\_\_

Will food be available for sale? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, East Shore Health District license must be attached to this application.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_  
By typing your signature here, you are agreeing to all terms of the Lawn Use Policy.

Date: \_\_\_\_\_

Application must be submitted to the Library Director at least four weeks prior to the event either electronically to: [kmcnicol@blackstonelibrary.org](mailto:kmcnicol@blackstonelibrary.org) or by hard copy sent to the JBML Director, 758 Main Street, Branford, CT 06405

For official use only:

APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorizing Signature)