



MANSFIELD PUBLIC LIBRARY

54 Warrenville Rd.
Mansfield, CT 06250
(860) 423-2501
mansfieldpubliclibraryct.org

Buchanan Auditorium: Guidelines for Use January 2022

1. The library auditorium may be booked by local groups for events or meetings via the Library web page (<http://www.mansfieldpubliclibraryct.org>).
 - a. The library books the auditorium from July 1 through June 30, following the Town's fiscal year. Booking for the following fiscal year begins in mid-May.
 - b. Library events/programs take precedence over other bookings.
 - c. Groups must comply with all mandates/requirements in effect at the time of their event.
2. A key may be obtained the day of the event at the circulation desk from Library staff during regular library hours. This key must be returned promptly after use. It can be left on a table in the auditorium if the library is closed. Please remember that many groups use the auditorium and may need the key the day after your group uses the facility.
3. The library custodian will set up chairs and tables for each event. Please submit your room setup request at least 1 week before your program.
4. Materials stored in the auditorium are property of the Library and are not for general use.
5. Please be sure that all trash and recyclables are placed in the containers provided.
6. Upon leaving, make sure all windows are closed and locked, turn off all lights and lock exterior doors.

Fees

- All applicable fees/charges must be paid at least one week before the program takes place. Checks are to be made payable to the Town of Mansfield and mailed directly to Facilities Management, Town of Mansfield, 4 South Eagleville Rd., Mansfield, CT 06268.

Insurance

- Certificates of insurance, when required, must name the Town of Mansfield/Mansfield Board of Education as an additional insured, evidencing Bodily Injury and Property Damage Insurance in an amount not less than \$1,000,000.00, which certificate shall show that the required insurance will be in force on the date(s) of the scheduled activity. Said certificate shall include a 30-day cancellation notice.