

Falmouth Public Library - Request Form for Use of the Library Grounds

Request Form submission date _____

Request for use of the Library Grounds - Date _____ Time _____

Name and address of organization making request

Contact information for local person completing request form

Name _____

Address _____

Phone _____ Email _____

General description of event

Number of people expected to attend _____

Utilities requested _____

Structures or tents needed _____

Please attest to the following criteria for use of Library grounds

- _____ The event is oriented for the benefit of the public and open to the public free of charge;
- _____ Contact will be made with the Falmouth DPW for maintenance schedules, such as lawn mowing;
- _____ My organization will plan for complete cleanup after the event, leaving the grounds in a clean condition;
- _____ There will be no selling, fundraising, or financial transactions of any kind;
- _____ No alterations or additions will be made to the lawn without prior consent of the Board of Library Trustees.

The undersigned has read and will adhere to the attached Library Grounds Policy and Grounds Use Guidelines

Signature _____

Submit completed form two weeks before the second Tuesday of the month for consideration by the Board of Library Trustees in a timely manner; submit to **lawn@falmouthpubliclibrary.org**

For Library Office use: Date received _____

Library Trustees Action: Approved _____ Denied _____ Date _____

Library Grounds Policy
Falmouth Public Library, Falmouth, MA

The Board of Library Trustees has responsibility for the custody and management of the library, and of all property owned by the town relating thereto. The Falmouth Public Library grounds may be used to provide and enhance cultural activities in accordance with this policy.

The Falmouth Public Library grounds, including the historic Main Library Lawn, provides valuable open green space in the downtown area. In order to protect and preserve this asset, additional permanent installations will not be considered. Installations include, but are not limited to, sculptures, benches, historic markers, plantings, and trees. To maintain the open space, trees may be added only as replacements for existing trees that have been removed, or by approval of the Trustees in consultation with the Parks Superintendent/Tree Warden. The benches on the Lawn will be maintained by the Trustees.

A portion of the Falmouth Public Library grounds is maintained by the Falmouth Veterans' Council by mutual agreement with the Trustees. This area includes the Memorial Lane from the Main Street sidewalk and extends 55 feet both east and west of the center line of the Memorial Lane, the monument areas, and their planting areas. The Veterans' Council area is excluded from the Grounds Policy and any requests by the public to use this area will not be considered.

As a historic cultural town property, the Main Library grounds will be made available on an equitable basis to local groups or organizations who request use of the property. All such activities, programs, or exhibits must be open and free of charge to the public. No admission fees or sales of any kind are allowed on the Library grounds with exception of the Friends of the Falmouth Public Library Book Sale. Procedures for use of the Main Library grounds can be found on the Library's website and in Exhibit A to this policy. Library Grounds Request forms can be obtained by contacting the Main Library.

Exhibit A

Library Grounds Guidelines

The Falmouth Public Library lawn may be used to enhance the Town's and Library's cultural activities within the following guidelines set forth by the Trustees of the Library.

1. As a historic cultural town property, the Library grounds will be made available on an equitable basis to local groups or organizations requesting use of the property. *The Library's programs shall have priority over use of the grounds.*
2. The Library grounds will be made available for temporary use by groups or organizations who formally request its use and whose activities are non-profit. All activities, programs, or exhibits must be free of charge and open to the public. There will be no sales of any kind allowed on the Library grounds with exception of the Friends of the Falmouth Public Library book sales and activities.
3. Groups of individuals desiring to use the Library grounds shall obtain and submit a Request Form to the Library Director's Office to be approved by the Board of Library Trustees, at least two weeks prior to the Trustees' monthly meeting on the second Tuesday of each month.
4. The Library does not provide personnel to assist in the handling of exhibits or any other materials needed to groups or individuals using the Library grounds.
5. The Library shall not be held responsible for any damages or losses of such group's or organization's personal property incurred while on Library grounds.
6. A portion of the grounds of the Falmouth Public Library, by mutual agreement between the Trustees and the Veterans' Council, is maintained as a memorial to local veterans who have served their country; this may not be requested for use. The area includes the monument areas, their planting areas and the Memorial Lane sidewalk and extends 55 feet *from the center line of the sidewalk*. The boundaries of this area must be respected.
7. All requests or exceptions to the above-stated policy are subject to the approval of the Board of Library Trustees. The use of Library utilities must have prior approval of the Board. Groups or organizations wishing to use Library grounds must obtain all necessary permits, including a Special Event permit from the Town if applicable (60 days in advance), and a Tent Permit from the Inspectional Services Department, if the Board of Trustees has approved placing tents on the Library lawn for an event. The Town's Tent Permit Requirements (pdf) are also available on the Town's website which remind organizations to contact **1-888-DIG-SAFE** before erecting any tents. Groups or organizations requesting use of the grounds must leave the grounds in clean condition upon completion of all activities.