



Dedham Public Library

Massachusetts

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Dedham Public Library Policy for Using the Library for a Function

Application should be submitted to the Library Director at least two months in advance of date the premises are needed. All applications must be approved by the Library Board of Directors at a regular board meeting.

Library sponsored activities take precedence over outside requests for use of the space. Outside groups may use the facilities under the following conditions:

1. Use is limited to groups whose objectives are educational, cultural, or civic in nature.
2. The Library Board of Trustees must approve all fees charged to the public, whether for admission, materials, or other reasons.
3. The group must assign one person to be responsible for proper use of the facility in accordance with the Dedham Public Library Use Policy and with these guidelines.
4. The facility must be left in the original condition in which it was found. The applicant will be held responsible for loss or damage resulting from use.
5. Trash or remains from activities must be placed in receptacles provided by the Library. Smoking is not permitted inside the buildings.
6. The applicant is responsible for the preservation of order by those in attendance.

7. If alcohol is to be served, permission must be obtained for the Dedham Board of Selectmen and all liquor use policies on town property must be observed.
8. A custodian must be on duty whenever the library is used by an outside group other than the Friends of the Dedham Public Library. Per the union contract, a custodian called in to work over his/her 37.5 hour work week shall be paid at the overtime rate of one and one half times his/her regular rate of pay for a minimum of four hours. Sunday and holiday work will be paid at double the regular rate of pay for a minimum of four hours.
9. The Library Director will recommend to the Library Board of Trustees whether to grant the permission. The Board must approve of the use.

Approval of Library Board of Trustees: 4/17/12

Dedham Public Library Building Use Application

Date of Application: _____

Name of Organization: _____

Street Address of Organization: _____

City, State, Zip Code: _____

Name of Contact Person responsible: _____

Email: _____

Phone: _____

Purpose of Meeting: _____

Number of people expected: _____

Date Needed: _____

Time Needed: _____

Approval from Board of Selectmen
for Alcohol Use: _____

Approved by Library Board of Trustees on _____