



**TOWN OF MANSFIELD  
MANSFIELD PUBLIC LIBRARY**

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

**Buchanan Auditorium: Guidelines for Use**

1. Arrangements for auditorium use may be made through the Mansfield Public Library during regular library hours or through the form on our web page (<http://www.mansfieldpubliclibraryct.org>).
2. The key may be obtained at the circulation desk from Library staff during regular library hours. This key must be returned promptly after use: the key can be left on the auditorium kitchen table or dropped in the Library Book Drop. Please remember that many groups use the auditorium and they may need the key the day after your group uses the facility.
3. The custodian assigned to the Library will set up chairs and tables for you. Please submit your room setup at least 2 weeks before your program.
4. Materials stored beneath the stage, in the closets, and in the kitchen cupboards are property of the Library and are not for general use.
5. Use of the kitchen:
  - a. You may store perishable items in the kitchen refrigerator for your program. Please be aware that many groups use the auditorium and thus the refrigerator, so store things at your own risk. Label your items, and store them as close to the date of your program as possible. Please remove them after your program.
  - b. Table, sink, and stove top must be cleared and cleaned.
  - c. Please make sure stove burners and oven are turned off upon leaving.
6. Please be sure that all trash and recyclables are placed in the containers provided.
7. The stage is not available for use by any group booking the auditorium.
8. Any electric outlet covers that are removed must be replaced.
9. Upon leaving, make sure all windows are closed and locked, turn off all lights and lock exterior doors.

**Fees**

- All 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.

**Food**

- Temporary food service licenses (permits) are required for any catered food function open to the public. This includes any group using a facility for a function open to the public where food is sold or served to the public. Food service license applications must be submitted to the Eastern Highlands Health District a minimum of two weeks prior to the event.
- No food service license is required for food served or offered at private group meetings or events that are not open to the public.
- Potluck style food functions open to the public are exempt and do not require a license. Such events must clearly be billed as potlucks to properly inform the participants.
- Bake sales held by non-commercial persons or groups are exempt events and do not require a food service license.