

Marlow Town Library

Tent Policy: 15x15 Pole Tent

The Marlow Town Library offers its 15x15 commercial grade pole tent for use, without fee, by any recognized Marlow NH group, provided it meets the requirements set out in this policy:

- Any Official Department, Board or Commission of the Town of Marlow
- The Marlow United Methodist Church
- Marlow Odd Fellows Lodge #69
- John D. Perkins Academy at Marlow
- Marlow Historical Society
- Hidden Valley Sno-Riders
- Marlow Family ATV Club
- Marlow Art Colony

Other groups may be added at the discretion of the Library Board of Trustees.

Requirements:

- Individuals wishing to borrow the tent must gain sponsorship from a recognized group.
- Borrowers must show written proof insurance.
- Borrowers must appoint a “point” person who is responsible for the installation, dismantling, proper packaging and return of the tent to the library, on or before the agreed upon due date.
 - The point person must watch an installation video
 - The point person ensures everyone involved in setting up and dismantling the tent protects their hands with work gloves, as the tent stakes have sharp edges.
 - The point person should inspect the tent for damage, ensure it is fully dry before folding, rolling and returning it to its storage bag.

- The Borrowers agree to ensure all occupants are kept safe during inclement weather, by evacuating everyone from the tent if sustained winds exceed 30 mph, or any other severe weather event is predicted.
- Borrowers are responsible for any damage to the tent due to misuse, negligence or accident, loss or theft.
- Cost of repair or replacement will be determined by the Library Director.
- The Library Director may refuse to allow borrowing or use of the tent to anyone who habitually misuses, neglects or disregards rules.
- The use of the library tent for illegal purposes is prohibited.
 - The library does not monitor the use of the tent. If, however, the library staff becomes aware of illegal conduct with respect to its use, they will contact the appropriate authorities

Tent Policy Signature Page

I _____ Have read and understand the Tent Policy of the Marlow Town Library.

_____ date: _____