



Policy Name: **Use of Event Spaces in Fayetteville Public Library**

**I. Overview**

The purpose of the Library's event spaces is to provide space for library programs and events, to fulfill the Library's role as a community center where the public can attend informational, educational, cultural and civic events, and to champion the principle of intellectual freedom by providing a forum for the exchange of ideas. The Library permits the public to use its facilities and event spaces when such use does not interfere with Library-sponsored programs and services.

It is the policy of the Fayetteville Public Library to provide event space to Fayetteville residents, governmental agencies, nonprofit groups and local businesses and associations. Permission to use Library event space does not in any way constitute the Library's endorsement of the group or individual's policies or beliefs, and no claim to that effect may be used, explicitly or implicitly, in advertising. The Library neither approves nor disapproves of content, ideas or subject matter presented in event spaces and does not accept responsibility for ensuring accuracy or that all points of view are represented.

Use of the Library's event spaces must meet the policies approved by the Library's Board of Trustees; any activities that are inconsistent with these policies will be denied or terminated. This policy shall be administered by the Executive Director, or her/his designee(s), who is (are) authorized to make any exceptions to this policy when in the best interest of the public and the Library. The Fayetteville Public Library and the Board of Trustees are not responsible for accidents, injury or loss of individual property while using the event spaces.

**II. Event Spaces available**

- **Event Center**
- **Reception Room**
- **Terrace, Courtyard and other spaces** are available with approval by the Executive Director.

**III. Library rights and requirements**

- a. The Library reserves the right to change or cancel reservations for event spaces. If changes or cancellations are necessary, the Library will provide the affected group with as much notice as possible.
- b. The Library reserves the right to publish a list of events taking place in its event spaces, place a sign announcing the name of the group and the time it is of the event, move low attendance groups to a smaller, more appropriate room where applicable and require changes in reservations due to conflicts with Library programs.
- c. The Library requires prior notice and approval for any needed assistance from Library staff.
- d. Library personnel will have open access to event spaces at all times. Failure to meet this requirement may cancel the event and shall be grounds for denial of future use of library event space.

- e. When the Library closes because of an electrical or heating/cooling equipment failure, power outage or a weather-related emergency, all efforts will be made to notify organizations scheduled to use an event space. During adverse weather conditions, the group should check with the Library or local media for closing information.

#### **IV. Uses not permitted**

- a. Sale, marketing of goods, gaming – gambling, bingo, casinos, etc
- b. Social events and parties, e.g. birthdays, anniversaries, baby showers, wedding ceremonies and receptions, play groups.
- c. Political rallies supporting or opposing a specific candidate.
- d. Events outside of library hours except with approval.

#### **V. Responsibilities of users**

- a. No organization or group using the event spaces will discriminate on the basis of race, color, national origin, gender, religion, race or handicapped status in the provision of service.
- b. Those using event spaces are responsible for maintaining order. Appropriate conduct is expected as a condition of room use.
- c. Communicate all room set-up and vendor needs to Events Coordinator by established deadlines. Room set-up changes cannot be accommodated on the day of the reservation. Room set-up must be requested and approved by the Events Coordinator prior to reservation date. Clients must use Library tables and chairs unless special permission given by Events Coordinator.
- d. Provide copies of all licenses and insurance required for room rental to Events Coordinator by established deadlines. This includes vendors coming into the building for your event.
- e. Nothing may be affixed to walls, flooring, woodwork, ceiling or furniture. All decorations must have prior approval from Events Coordinator.
- f. No lit candles, open flames, pyrotechnics, cooking or smoking. Clients may use electric tea lights if necessary.
- g. Prohibited materials include confetti, rice, bird seed, smoke/fog machines, silly string, use of fireworks or glitter. The use of Styrofoam is prohibited.
- h. No use of auxiliary lighting or special equipment without prior approval.
- i. No blocking off windows, locking of event space doors or use of emergency exit doors for anything but their intended purpose.
- j. All events and set up/tear down for events must be held during Library hours unless prior authorization has been granted.
- k. Events must take place within the confines of the rented spaces.
- l. Entrances and exits must take place through the main library doors. The Library does not permit temporary wayfinding signs in the building. Please advise your guests to follow the permanent wayfinding signs and screens with the rooms' name.
- m. Event space users must follow all applicable city codes.
- n. The renter is fully responsible for assuring that sound levels during the entire reservation comply with the City of Fayetteville code.
- o. Groups must use the room for the purpose stated on the booking form. Any changes must be approved by the Events Coordinator prior to the reservation date. Occupancy may not exceed the stated limit.
- p. The Fayetteville Public Library asks clients to "clean as they go" during their events. The Library will provide clients with trash and recycling bins, the number of which will be determined by the anticipated number of guests at the event. Basic cleaning supplies will be supplied by the Library. Per the City of Fayetteville, clients must recycle recyclable materials and the use of Styrofoam is prohibited. When events are finished, rooms must be returned to their pre-event condition, i.e. neat, clean and with tables and

- chairs as originally laid out. Clients may be charged for any items remaining after agreed rental time frame (see below).
- q. The responsible party agrees to a pre-event and post-event walk-through with Library staff.
  - r. All AV and IT needs must be communicated before event. The Library does not allow outside AV equipment unless pre-approved by Events Coordinator.
  - s. Abuse to an event space, to the Library building or to the contents of the Library may result in the termination of the privilege to use the Library's facilities. Matters of abuse may be defined as, but are not limited to:
    - i. Damage to the room, building or contents. The group using the room when the damage occurs, including the soiling of carpets, walls, furnishings etc, is responsible for the cost of repair, cleaning or replacement.
    - ii. Failure to follow guidelines for providing security while in the building.
    - iii. Failure to leave the room before or at closing time unless approval for after-hours use was granted by Library Administration.
    - iv. Failure to leave the room or building in a neat and clean condition.
    - v. Failure to submit a signed "event completion" form at the end of the event.
    - vi. Failure to notify the Library of reservation time changes or cancellations.
    - vii. Excessive noise or activity which disturbs other Library patrons.
    - viii. Failure to pay assessed Library fees.
    - ix. Failure to adhere to Library policies.
  - t. Failure to comply with this policy may result in denial of future use of the Library event spaces, financial liability for damages and/or immediate removal from event spaces.

## **VI. Charges for use of event spaces**

- a. All groups using Library facilities are subject to the Library's fee structure.
- b. One-half of rental payment is due with signed contract as well as a \$500 damage deposit. The Library will hold a room without damage deposit and first installment payment for 10 business days after acceptance of a completed application. The remaining balance is due 30 days prior to event. The damage deposit will be returned to client barring any damages or time overages.
- c. The Library reserves the right to charge a cleaning fee, deposit and/or require liability insurance for use of its event spaces.
- d. The Library reserves the right to charge for technical support; use of equipment; and room set-up fees for layouts differing from those choices provided by the Library.
- e. AV set-up fees do not imply nor does the Library accept any responsibility for the renters' proper use of or the condition of any AV equipment provided by the Library, such as a computer, projector, DVD, video and CD players, etc. The Library is not liable for any damage or loss of the renters' own software or hardware when used in an event space, nor is it responsible for the failure of the renter to operate any DVD, video, CD, computer program, etc. when using Library equipment.
- f. Access to public Wi-Fi and parking is included in the room rental fee.
- g. The Library reserves the right to require additional security and/or off-duty police at the client's expense at expense of client.
- h. Cancellation: Full refunds available if written cancelation is received 90 days in advance.
- i. Postponements or reschedules: In event of an unforeseen circumstances, the client may reschedule or postpone event to another date within a span of six months from the original scheduled date with no penalty and dependent on event space availability.

## **VII. Procedure for booking an event space**

- a. Reservations are honored on a first-come, first-serve basis. A reservation is not calendared until all required paperwork is completed and approved by the Library, and all initial deposits are paid in full.
- b. If different than the default setup, the room setup diagram must be submitted to the Events Coordinator a minimum of 30 days before the event.
- c. Individuals booking rooms must be at least 18 years old.
- d. Applicants must designate one individual as a contact person. That person is responsible for scheduling and supervising the activities of the group and must present a valid photo ID before the event space is opened. Applicants must complete required paperwork and make any required deposits or payments before a reservation is confirmed. The name of the authorizing individual, sponsoring organization and contact person are required at the time of booking.
- e. For optimal use of the library's AV systems, use of FPL equipment (including laptops) is recommended and available for use by paying the applicable fee. Please see the library's website for a complete list of available equipment. Renters choosing to use their own equipment are still subject to the AV system fees. It is the responsibility of these groups to request the equipment at the time the room is scheduled. Additional fees apply for equipment use. Charges for damaged equipment or software will be billed to the authorizing individual or sponsoring organization.
- f. Advance booking is as follows:
  - i. Reservations can be made up to 12 months in advance.
  - ii. Groups meeting once a month can reserve for a 12-month period. Groups meeting more than once a month can reserve for periods up to 6 months.
  - iii. Reservations must be made at least six weeks in advance.
  - iv. Rooms are not reserved until the application has been approved by the Events Coordinator.
- g. The Library requires written notification of cancellation no fewer than 90 days in advance. Changes to a setup must be approved 14 days prior to the event. Deposits will be forfeited without notification of cancellation. Two no-shows for reservations will result in the cancellation of all other events for the year.

## **VIII. Insurance**

- a. Liability/Vendor event insurance is required. A copy must be provided at the time of deposit.

## **IX. Equipment and Furniture**

- a. Library exhibits, furniture or equipment may not be moved or rearranged without prior written approval and the assistance of library staff.
- b. Library audiovisual equipment and stage lighting is available only upon prior reservation and must be operated by Library staff.
- c. All audio/visual equipment will be operated under the supervision of library staff.
- d. Installed library audio/visual equipment will not be moved.

## **X. Food and Beverages**

- a. FPL assumes no responsibility or liability for food or alcohol served and/or consumed on the premises.
- b. Users serving alcohol to the public are required to adhere to policies regarding liquor licenses by the Alcohol Beverage Control. It is the responsibility of the user to enforce all conditions of their liquor license. A copy of the license must be attached to the user's application and the original must be displayed during the user's event.

**XI. Caterer and Vendor Responsibilities**

- a. A caterer must be pre-approved by FPL.
- b. To be placed on the library's list of pre-approved caterers, a caterer must submit documentation including any applicable food service permits issued by the City of Fayetteville, Department of Health training certificates for safe food handling, Arkansas certificate for serving alcohol, general liability insurance and any other information as required by the Library.
- c. The Library may approve a caterer that is not on the pre-approved list if all fees and library conditions are met. For consideration, documentation listed above must be submitted.
- d. Caterers and vendors are responsible for set-up and breakdown of all non-library equipment on the date of the event.
- e. The caterer/vendor, with prior permission, may use its own additional kitchen equipment (i.e. warming ovens, electric ovens, sterno warmers).
- f. Caterers and Vendors must recycle recyclable materials. The use of Styrofoam is prohibited.
- g. Events Coordinator must be notified of all needed deliveries a minimum of 10 days (or earlier as required by the Coordinator) in advance of the event. All deliveries must be pre-approved for access into the building. The caterer/vendor must be onsite to accept deliveries for the event. The caterer is responsible for providing all carts needed to move equipment to and from the event space from the delivery area.

**XII. Deliveries and Storage**

- a. All equipment and event supplies must be removed immediately following the event and not be left of pickup on another time or day. The Library is not responsible or liable for loss, damage or disposal of any items brought in by the client or the caterer.
- b. Delivery, set-up and pick-up of all equipment brought into the library facility are the sole responsibility of renter and may take place on the day of the event only. All vendors and equipment must vacate the facility at the end of the agreed rental time frame.
- c. The Library does not provide storage facilities before or after an event. Items left in the library will be discarded. Any materials or items left behind will be stored for up to 5 days and client will be charges \$100 per day. After 5 days, the Library may discard said items.