

DRAKE COMMUNITY LIBRARY SPECIAL EVENTS POLICY

Purpose

The primary purpose of Drake Community Library facilities is to provide a public place where people have open access to informational and cultural resources. After these primary uses have been met, the Library may allow private entities use of the facility, on a rental basis, outside of the regular hours of library operation.

Definition

A special event is defined as an after-hours activity, and as such, is subject to requirements and allowances that may differ from the Drake Community Library Meeting Room Policy. Special events may include private celebrations such as weddings, as well as corporate and non-profit functions. The Board of Trustees of the Drake Community Library, or its designee, approves all special event usage of the Library.

General Rental Regulations

1. The Library facility may be reserved up to one year in advance of the special event.
2. The Library's south terrace, grounds, and interior spaces with the exception of staff areas will be available for use. Specific areas to be accessible will be determined at time of request and specified in the Rental Agreement (Appendix B).
3. The Library reserves the right to determine the potential for harm to facilities and may reject a special event request.
4. Due to the Library's extensive hours of operation, available dates are limited to Sundays during the summer and holidays. Scheduling of events will also be determined by the availability of staff and/or security personnel.
5. Use of the facility may be terminated at any time if the conduct of the group is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building. Groups renting space will be held financially responsible for any special cleaning, maintenance, or repair resulting from the event.
6. Groups renting facility may not charge admission to their event.
7. Groups renting facility must provide their own setup and takedown and basic clean-up or employ outside catering and/or other services for these purposes.
8. Serving of beer and wine is allowed under provisions in the rental agreement. Spirits are not allowed on the premises of Drake Community Library.
9. In accordance with the Iowa Smoke Free Air Act, no smoking is allowed within the Library facility or on Library grounds.
10. No animals are allowed in the facility with the exception of service animals.

Fees and Agreements

1. A Preliminary Event Request (Appendix A) must be submitted to secure an event date.
2. A per day rental rate plus hourly charges for staffing and cleaning will be charged as detailed in the Rental Agreement.
3. The event host must provide the Library with a copy of an insurance policy outlining the individual, group, or organization's social host liability insurance coverage at least fourteen (14) days prior to the event. The social host liability insurance coverage must provide a minimum of \$1,000,000 (one million dollars) in liability coverage.
4. The Library must have the appropriate signed Rental Agreement and payment prior to the event date. Due date will be noted on the Rental Agreement. Potential for refund of fees will be specified in the Rental Agreement.

The Drake Community Library's Special Events Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies and the Special Events Rental Agreement.

Adopted 06/17



Drake Community Library PRELIMINARY SPECIAL EVENT REQUEST

Thank you for your interest in having your special event at Drake Community Library. Your request will be considered and you will be contacted with the results within two weeks of receipt of this form.

Additional information regarding use of the facility by private entities outside of normal library operating hours can be found at our website, www.grinnell.lib.ia.us

Date Request Submitted: _____

Desired Date for Event: _____

Please return completed form to:
Marilyn Kennett, Library Director
mail: 930 Park Street, Grinnell, Iowa 50112
fax: 641.236.2667
email: mkennett@grinnelliowa.gov
phone: 641.236.2661

Space(s) Desired: Clerestory area Story Room Community Room Terrace (outdoors)

Organization or Business, if applicable: _____

Event Host (Person responsible): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

Brief Description of Event: _____

_____ Approximately how many people will be attending? _____

Hours of access desired on date of event (library staff/security person must be on site during all hours of occupation) Note: In the case of wedding events an additional time period for a rehearsal may be negotiated.

Time period for Set-up / Decorating prior to event : _____

Time period for event : _____



Drake Community Library RENTAL AGREEMENT

We welcome you to celebrate your special day or event at the Drake Community Library! The Library is a destination in our downtown, located one block north of Central Park and across the street from Hotel Grinnell, at the junction of Fifth Avenue and Park Street. Drake Community Library is the public library for the City of Grinnell and operates as a department of city government. The facility was completed in 2009 and allows for private functions when the Library would otherwise be closed to the public, i.e. non-library service hours. The facility may be reserved in advance and is booked on a first come, first serve basis. The reservation process can be initiated by contacting Drake Community Library at 641-236-2661. Address: 930 Park Street, Grinnell, Iowa 50112. Website: www.grinnell.lib.ia.us

The Drake Community Library (hereinafter DCL) and the Renter named below agree as follows:

Rental Fees

Reservations may be made up to one year in advance. A payment equal to 100% of the facility rental schedule is due at the time of booking. The facility rental fee will be refunded in full if the event is canceled within 30 days of signing the rental agreement. A final invoice will be sent if additional charges apply after the event. All payments will be listed on the final invoice.

Facility Rental Schedule

Hours of Access on _____ (date), _____ (day of week)

Set-up/decorating time period of _____ to _____

Event and take-down time period of _____ to _____

Renter shall have access to interior spaces with the exception of staff areas

DCL has twelve (12) 2'x6' aluminum folding tables and one-hundred (100) chairs available for use in addition to library furnishings.

Renter shall have access to outdoor terrace via story room and south terrace doors

Note any other agreed upon exceptions _____

- Facility Rental \$400.00
- Cleaning Fee (\$100.00 minimum to cover first 2 hours) \$100.00
- Staff/Security person _____ hours @\$35.00/hour
to cover all times of Renter/Caterer occupation \$_____

Total Rental Schedule (payment due upon signing Rental Agreement) \$_____

_____(Initial)

Payment of the rental schedule amount entitles the renter to use the facility on the date of the event during the agreed upon time periods noted in the rental schedule. Special arrangements must be made for use past 12:00 midnight and **an additional rental fee will be charged at a rate of \$100 per hour plus security fee hours** if occupancy exceeds the 12:00 midnight timeframe.

_____(Initial)



Decorations/Setup/Takedown/Cleaning

Renter will be limited to free standing floor display and table decorations only. No decoration shall be taped or attached to the ceiling or walls, tables, chairs, window door glass or to building exterior. No table “sprinkles” of very fine glitter or rice and stickers, or like decorations are allowed to be used in the facility. Renter shall remove all decorations.

The Renter is responsible for setup & takedown of tables/chairs used for the event. Tables and chairs must be wiped down as necessary and returned to storage, or original configuration, after use. All trash must be picked up and placed in DCL trash receptacles. Excessive trash must be bundled in trash bags and placed in appropriate dumpster at east end of building. DCL Staff will be present to facilitate setup/takedown process. DCL is responsible for final cleaning (vacuuming, mopping floors, general cleaning). _____(Initial)

Alcohol Use

No spirits (hard liquor) are allowed on DCL premises. BYOB is NOT permitted. Cash bar is NOT permitted. *DCL staff/security retains the right to refuse to serve alcohol at any event or to any person for any reason or for no reason whatsoever, and further reserves the right to terminate any event that (in the sole judgment of DCL or those acting under its authority) has become unruly or improperly managed or is a risk to any person or property. If any event is so terminated, there shall be no return of rental amounts or deposit and the same shall be forfeited. No alcohol will be served at highschool graduation events.*

Beer and wine may be provided by the Renter free to guests without a liquor license.

[] Renter does plan to serve beer and/or wine free of charge to guests.

[] Renter does not plant to serve beer and/or wine free of charge to guests.

_____(Initial)

Deposit and Proof of Liability Insurance

A \$500.00 deposit will be collected 60 days prior to date of the event and will be fully refunded within ten (10) days after the event **less** any additional charges for extra cleaning time or occupancy past the agreed upon time detailed in the facility rental schedule.

A Certificate of Insurance (\$1 Million Limit of Liability) must be provided by Renter 60 days prior to date of event. Vendor example: www.theeventhelper.com _____(Initial)

Total Facility Rental Schedule (amount from previous page) \$ _____

_____ date received

Deposit amount \$ _____

_____ date received

Proof of Liability Insurance

_____ date received

I have read and agree to all DCL policy stipulations.

Signed _____ Date _____
(Renter)

_____ Date _____
(Library Director)