



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY EVENT GUIDELINES FOR CENTRAL LIBRARY

For the purposes of these Guidelines an event is defined as one that requires substantial catering services and/or is held after the close of business hours.

The Library reserves the right to review each prospective use and determine whether or not that use falls within the Indianapolis-Marion County Public Library event guidelines. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library service, abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.

Hours of Operation: Central Library is open to the public Monday through Wednesday 10:00 a.m. - 8:00 p.m.; Thursday 10:00 a.m. – 6:00 p.m.; Friday, 10:00 a.m.- 5:00 p.m.; Saturday, 9:00 a.m.-5:00 p.m.; and Sunday, 12:00 p.m.-5:00 p.m. Events in the public areas of the library may not begin prior to Central Library’s closing time. **General:** The Indianapolis-Marion County Public Library has facilities available at the Central Library for a variety of meetings and events. Groups and individuals who use these spaces are guests of the Library, and their use of the space should reflect that understanding. Areas designated as staff lounges are for the use of Library staff and volunteers only. Activities for minors must be supervised by responsible adults.

Reservations: To reserve a space for an event, a reservation may be booked by telephone. The reservation phone number is 275-4200. Library Event Packets can be picked up at the Central Library Information Desk upon request. Event spaces may be booked up to two years in advance. A signed Space Rental Agreement must be received by the Events Office no later than 14 days after receipt of the contract or the reservation will be cancelled and the room made available for sale. Space(s) reserved at no charge for private event ceremony rehearsal, storage and /or set up may become unavailable should a paying customer or the Library need that space. Suggestions for alternate space, date or time will be provided.

Payment of Fees: The deadlines for payment of fees are as follows: Fifty percent (50%) of the facility rental, plus 100% of applicable sales tax is due within 14 days of contracting the event. If such fees are not paid by this deadline, the tentative reservation is canceled, and the space is made available to other applicants. The remaining balance of the facility rental fee is due 30 days prior to the event. If the facility rental fee balance is not paid in full 30 days prior to the scheduled Event, the Library has the right to cancel the event and all remaining balances will be due immediately. Not-for-profit organizations must submit a copy of their 501(c) (3), ST105 certification or other tax exempt IRS documentation within 14 days of contracting the event or the applied taxes will be due.

Pricing is based upon a four-hour minimum. Prices are subject to change. **Applicable sales taxes apply to Library rental fees.**

Food and Beverage: The Library has a list of approved caterers at the Central Library. Food and beverage service desired for meetings and events must be provided by one of the Library approved caterers. Upon reserving a meeting or an event space, the Library Events Department staff will refer groups/individuals to the Catering Sales Coordinators for catering needs. The Catering Sales

Coordinators will be responsible for making all arrangements for catered food services, including the collection of catering fees. The Library assumes no responsibility for catering service.

Alcohol: Alcohol may be served after public hours, but must be provided and served by the contracted caterer. Serving to minors is prohibited. Alcoholic beverages must be served with food and done so in accordance with all applicable laws.

Music and Entertainment: Arrangements for entertainment must be approved by the Library's event staff. All music levels during the event must conform to the city/county noise ordinance.

Insurance: Renter shall procure and maintain in force at the time of the Event(s), without expense to the Library, a public liability insurance policy, covering bodily injury, including death, and property damage, with limits not less than Three Hundred Thousand Dollars (\$300,000) per occurrence and One Million Dollars (\$1,000,000) in the aggregate. Insurance shall be provided by a carrier with an A+ or better rating. Renter shall provide Library a Certificate of Insurance or Insurance binder evidencing insurance coverage for the Event and naming the Indianapolis-Marion County Public Library as additional insured at least thirty (30) days prior to the Event. Failure to timely provide Certificate of Insurance or insurance binder meeting these requirements shall be grounds for the Library to terminate the Agreement and result in forfeiture by Renter of the rental fees paid.

Parking: There are a limited number of parking spaces (up to 250) available for use in Central Library's parking garage. Central Library charges a fee for parking which must be paid by the user prior to departure. Pre-payment of guest parking can be arranged through the events department if requested in advance. Applicable security charges will apply for after-hours events.

Audiovisual Equipment: If a group wishes to bring A/V or electronic equipment in from another source, it must be approved in advance. Technical support is not available. The Library is not responsible for security of such equipment.

Inclement Weather: For events scheduled outdoors, every attempt will be made to have the event outdoors. Should an inclement weather call need to be made, the Events Department has the final approval and will declare the news to the designated person for the event as well as all involved departments.

Security: Security personnel must be provided for all events, as well as during set-up and tear-down. The Library will establish the appropriate security requirements and bill accordingly. A final timeline is due to the Events Office no later than 30 days prior to the event. Final security needs will be established at this time by the events department. The security officers working with the Library are the only security officers allowed. At no time will weapons be carried by security officers.

Signage: Signage within Central Library requires advance approval by the events staff and a copy must be submitted to the Events Office 7 days prior to the event. Recommendations can be discussed with the events department staff. Requests for outdoor signage on the building cannot be accommodated. Signs produced for directional purposes must be reviewed by the Events Department. Materials may not be attached to walls, windows, doors or furnishings. Unauthorized signs will be removed without notice.

Publicity: Each group is responsible for its own publicity. Any printed publicity must include the statement: "This program is not sponsored by the Indianapolis-Marion County Public Library." Publicity

is not to include the Library's telephone number, nor may the Library's name and address be used as a mailing address.

Petition and Signing: Organizations or individuals gathering petition signatures may not block the public right-of-way, interfere with the conduct of business, or create litter problems.

Smoking: No smoking is permitted on Library property or within 50 feet of any public entrance.

Revocation and Refusal of Authorization for Use:

The privilege of using Library meeting rooms will be revoked if the activities of the meeting room users negatively impact normal operations in the following ways:

- The meeting is conducted in a noisy, disorderly or inflammatory manner.
- The size of the meeting presents personal safety or building security issues, or creates an undue parking demand on library lots or the surrounding neighborhood.
- The activities of meeting room users distract library staff from the performance of their duties.
- The meeting room users neglect to pay all required fees, or neglect to pay for damage to the meeting room.
- The meeting room users neglect to leave the room in the condition in which it was found.
- There is any violation of Library policy.
- A group fails to show for a scheduled meeting without prior notification.
- If the meeting or activities associated with the meeting involves any illegal, illicit or criminal activities.

Priorities: Priority will be given to Library sponsored events and/or exhibits. The Library will make every reasonable effort to give ample notice to the Renter of an exhibit scheduled during the time of their event.

Cancellation and/or Refunds: If an event is cancelled by written notice 60 days prior to original contracted date, all fees are refunded. If the event is canceled between 59 days to 7 days prior to the original contracted date, the Library will retain the 50% deposit. If the event is canceled less than 7 days prior to the scheduled date, all fees paid are retained by the Library, and the balance owed will be due. The Renter shall be liable for any out-of-pocket costs incurred by the Library specifically in preparation for the Library fulfilling this agreement to make event space and Library premises available for use by Renter.

Renter/Vendor: The Renter is responsible for ensuring that all vendors providing goods and or services connected with Renter's use of the facility adhere to the Library's Vendor Guidelines. All fabrics for décor, and/or linen are made of fire retardant materials. No open flames are permitted. No helium filled balloons or confetti of any sort is permitted. All décor placed outdoors must be removed post event. Garbage and/or debris from décor must be picked up and discarded in trash receptacles. Library requires that all vendor needs are arranged, reserved, ordered, secured and payments made by the Renter. Library staff does not place outside vendor orders on the behalf of Renter. No entrances are to be blocked or access limited during public hours. No set up may begin prior to 5:05 p.m. due to public hours unless pre-arranged with the Events Department. A Renter who uses services from outside vendors must provide a final list or invoice for services 30 days prior to event. Renter is required to submit all final vendor information and timelines 30 days prior to event.

Room Set Up: All meeting and event space set up needs and requests are to be provided to the events department no later than 30 days prior to all events and 7 days prior to meetings. All set ups are to be approved by the events department.