

## Bartholomew County Public Library Policy for Use of Library Outdoor Facilities for Programs and Special Events

- A. Bartholomew County Public Library may host an outdoor event that is created and sponsored by a business, a not-for-profit group, or a government agency.
- B. The sponsoring organization(s) must show proof of having current liability insurance.
  - 1. Event insurance, if needed, is the responsibility of the sponsoring organization(s).
- C. If a street closing is involved, the sponsoring organization(s) must make these arrangements and notify the Library when the request for a street closing is submitted to the City.
- D. The sponsoring organization(s) pays for all set-up and clean-up costs.
- E. The sponsoring organization(s) must provide any needed sound system, electrical cords, lighting, and other equipment or services.
  - 1. All costs for equipment and services must be paid by the sponsoring organization(s).
- F. The sponsoring organization(s) is responsible for clean-up and the disposal of all trash.
  - 1. All trash must be removed from the library property at the time that the event ends.
  - 2. Recyclable items become the property of the sponsoring organization(s) and must be removed from the library property at the time that the event ends.
- G. The event may occur during or after regular Library operating hours,
  - 1. If assistance is needed from any Library staff outside of regular operating hours, a fee to cover these hours must be negotiated prior to the event.
  - 2. If Library restrooms are to be used outside of regular operating hours, at least two library staff members must be present. The fee must be negotiated prior to the event.
- H. The Library may provide chairs and/or tables for performers or vendors..
  - 1. Use of Library staff for this set-up and take-down outside of regular library hours will involve a fee to cover these hours and must be negotiated prior to the event.
  - 2. The Library will not provide chairs or tables for audience use.
- I. Persons recruited by the sponsoring organization(s) may sell food or other items during the event.
  - 1. Wine, beer, alcohol, tobacco products, drugs, and any other controlled substances cannot be sold on Library/Visitors Center property.
- J. Distribution of pamphlets, balloons, candy and any other items or food is limited to:
  - 1. Literature or items promoting the event.
  - 2. Items promoting programs of the sponsoring organization(s).
- K. Restricted from the library property (including parking lots and Visitors Center building and grounds) are the following:
  - 1. Food sales by vendors not recruited by the sponsoring organization(s).
  - 2. Entertainment or exhibition not recruited by the sponsoring organization(s).
  - 3. Any advertisements, pamphlets, or solicitation not created by the sponsoring organization(s). These include but are not limited to materials representing: political parties and/or candidates; trade unions / collective bargaining groups; religious group or organizations; schools or school events other than those of the sponsoring organization(s); charities other than the sponsoring organization(s); not-for-profit entities, boards, businesses, or government agencies other than the sponsoring organization(s).