



**Stillwater Public Library
224 Third Street North
Stillwater, MN 55082**

**651.430.8757 Library Office
www.stillwaterlibrary.org**

Procedures for Event Venue Rental

The Stillwater Public Library has procedures in place to protect both the integrity of the building and our relationships with visitors, members, neighbors, and the City of Stillwater. Healthy relationships with all of these entities are vital to the long-term sustainability of the building as an event rental venue. These event procedures are provided to Library Renters via our Venue Coordinator and/or our website to ensure Renters have important contractual information for their event planning purposes.

Terms: Hereafter the Stillwater Public Library will be also known as the Library.

RESERVATIONS, PAYMENTS, AND CANCELLATIONS:

Reservations: To reserve space at the Stillwater Public Library for a private event an Event/Wedding Venue Rental Application form must be completed and submitted to the Venue Coordinator. A reservation is not guaranteed until down payment and a signed Rental Application is submitted to the Venue Coordinator. The person(s) or organization which signs the rental application shall be known as the "Renter."

The Johnson Terrace and Community Meeting Wing is reserved on a first come, first served basis. Any discrepancy involving date(s) reserved will be resolved by the Venue Coordinator and determined by the written rental application form.

Reservations will be accepted up to eighteen (18) months in advance.

Advance reservations are accepted in good faith. The Library cannot accept responsibility in the following circumstances: change in ownership of adjacent property; increased third party fees over which the Library Board has no control; alteration of property within view of Library property; power outage or equipment failure; noise from sources outside the Library; inconvenience or loss of view caused by building or construction on neighboring or nearby properties; weather; and acts of God.

Rental of the Library Community Meeting Wing includes exclusive use of: Margaret Rivers Room A & B, the Catering Kitchen, and the Conference Room. It includes non-exclusive use of the Gallery, the Parking Ramp during regular Library hours, and Johnson Terrace.

The Library reserves the right to schedule weddings and events on consecutive days, and to schedule more than one wedding/event per day.

Hours: Rental is available on Fridays and Saturdays from 8:00 a.m. until 12:00 midnight. All events must end by 11:00 p.m. to allow for clean-up and closing by midnight. Sunday through Thursday, event rental is available from 9:00 a.m. to 9:00 p.m. Upon receiving an application, the Library Board may make an exception to the Sunday through Thursday schedule. The Venue Coordinator will work with the Renter to determine arrival and departure times. Catering and

rental equipment/supplies must be delivered and picked up on the day of the event. The Venue Coordinator must approve, in writing, any arrangements for early or late delivery and/or pickup.

Payments: No reservation is guaranteed until a down payment has been made. The down payment shall be half (1/2) the total rental fee (see private event reservation fee schedule). The balance of the rental fee, and damage and noise deposits are due no later than five (5) days before the event. The library accepts cash or checks as payment.

Unpaid invoices will be charged interest at the legal rate of 1.5% per month.

A Damage Deposit of \$500.00 is required. The Renter may forfeit part or all of their deposit if the facility is not left in good condition as determined by the venue coordinator at their discretion. The Renter is responsible for paying any specific damages cause by their group.

A Noise Deposit of \$500.00 will be required for any event with amplified outdoor music. The deposit is subject to forfeiture by the Renter for any of the following reasons: 1) not concluding the music at the time specified in this agreement; 2) failure to turn down the volume of the music when requested to do so by Library staff or City Police; 3) the issuance of a citation to Library, the Renter, or their vendors for violation of the City of Stillwater Noise Ordinance (see noise procedures for events venue rental).

A Security Officer is required for all events serving alcohol and/or events hosting over 200 guests. There is a three (3) hour minimum for security officers. The fee is \$40.00 an hour. The event must conclude at the pre-arranged time to avoid additional security fees. The Library reserves the right to require a Security Officer or any additional Security Officers as deemed necessary by the Venue Coordinator, at the Renter's expense.

Cancellations: The Library will hold all down payments for five (5) business days from the date of receipt. All down payments are fully refundable during the Five-Day Hold Period. After five days, all down payments become non-refundable.

Changing the Event Date: If the Renter wishes to change the date of their reservation after the Five-Day Hold Period, the Renter may do so by canceling their current reservation and paying a \$150.00 Rebooking Fee. Any deposits made on the original date will be transferable to the new event date. Rebooking is a one-time-only option. Rebooked events are non-refundable.

DAMAGE AND FACILITY USAGE: The Renter, Renter's vendors, or Renter's guests shall not damage, mar or deface the Library building, exhibits, furniture, or equipment. The individual(s) or organization scheduling the event agree to assume full responsibility for both the conduct of its vendors and guests while on the premises as well as the liability for charges that may be incurred for any damage caused. This includes all vendors, guests, employees or independent contractors employed by the person(s) or organization responsible for the event. Any damages assessed after the event will be charged to the Renter.

The following items and activities are not allowed inside the Library or on the Johnson Terrace:

- All flamed candles and open flames. **Flameless LED candles are allowed.**
- Waxed or glass items placed on the floors or stairs.
- Helium balloons, fog machines, or pyrotechnics.
- Flower petals, confetti, glitter, paper cannons, cap guns, sparklers, floating lanterns, confetti poppers, sand, silly-string, birdseed, or thrown rice.
- Tape, glue, nails, tacks, or adhering products which can leave residue on or damage stone, wood, sheet-rock, and other painted surfaces. **Gaffers tape on flooring, painter tape on walls, and 3M "release" products are permissible.**
- All lighting used on the Johnson Terrace must be pre-approved for outdoor use.

SMOKING: The Library is a smoke-free facility. Smoking is not allowed in the building, on Johnson Terrace, in the parking garage, or on the grounds, except in designated areas during approved events. The path to emergency exits and to fire extinguishers may not be blocked. All Minnesota State and local fire codes apply.

ENTRANCE: The entrance for events in the Stillwater Public Library building is located on Third Street. The Third Street entrance is used for events located in the Community Meeting Wing, Johnson Terrace and Art Gallery and is also a handicapped entrance for the building. Renters and their guests can use the Fourth Street entrance during regular Library hours to access the Community Meeting Wing and Johnson Terrace.

No signage may be placed outside the Library per the City of Stillwater without a permit. If signage is desired, please contact the City of Stillwater at least three (3) months in advanced to obtain the appropriate signage permits.

PARKING: The Third Street Ramp Parking Entrance has 45 parking spots as well as handicap parking and an entrance to the building with an elevator going to the main library and upper level Community Meeting Wing. Parking is free to the public. Parking is available on a first come first serve basis. Daily hours are posted. During after-hour events, guests get exclusive use of the parking garage. The parking garage will be closed and locked at the conclusion of all events. Cars remaining in the parking ramp past the end of the event will be locked in. The Stillwater Police Department and the Library will not provide staff to unlock the garage after Library hours. It is the responsibility of the Renter to notify guests and their vendors of parking ramp hours.

RENTAL HOURS: Basic fees for events are for periods of a minimum of four (4) hours or twelve (12) hours and \$100.00 an hour for additional hours. Rental of the Library begins when the Renter or their vendors arrive to set up and ends when the Library is completely vacated and secured.

SERVICE ANIMALS: The Library permits service animals on the property pursuant with federal and state law. No other animals other than service animals are allowed in the Library.

PERSONAL PROPERTY: The Library does not accept liability for the Renter, their vendor's, and guest's items while they are on-site and are not responsible for items left overnight, or for damaged, lost, or stolen items. All items brought into the Library by the Renter or any of their vendors or guests are their sole responsibility. This includes the distribution, set-up, and collection of all materials and decorations for their event. The Library will not sign for delivery of goods or services.

PHOTOGRAPHY: Photography may take place only during the rental period. Photography is allowed on the Johnson Terrace or within the event wing.

Photography may not take place inside the Library services area during normal library hours with the exception of pre-approved photography under supervision of the Venue Coordinator for the Renter(s). This is acceptable only when no Library patron is being inconvenienced by the photographer and the location of the photo shoot.

The Renter gives permission for the Library to take photos of their event and gives full publication rights to the Library to use those photographs in print or website documentation.

FACILITIES, CAPACITIES, AND EQUIPMENT:

BUILDING: The Renter will be given a floor plan of the Johnson Terrace and Margaret Rivers Room for set-up purposes. The Renter's planned set-up/instructions for tables and chairs for outside and inside and in case of inclement weather are required. These plans must be submitted to the Venue Coordinator no later than five (5) days before the event. In the case of inclement weather, the Venue Coordinator cannot guarantee additional staff will be available. And an additional set-up fee of \$100.00 will be charged for each additional furniture set-up needed.

The Library will supply set-up services for the event and supply all the tables, chairs and limited audio and visual equipment for the event as part of the rental fee. This includes the ceremony set-up, reception tables and chairs, dinner, and change over to a dance platform. Renters cannot bring in furniture from outside the Library without prior written permission from the Venue Coordinator.

The Renter agrees to abide by the occupancy limits below:

Margaret Rivers Room A & B	120 tables w/chairs	150 chairs only
Conference Room	12	N/A
Johnson Terrace	250 tables w/chairs	300 chairs only

EQUIPMENT: Margaret Rivers Rm A & B: 120 Burgundy Indoor Chairs;
 10 Oval Tables (60' X 72'), DVD Player,
 4 Rectangular tables (96" X 30"), Projection Screen, 1 Lapel Microphone,
 1 Cordless Microphone

Johnson Terrace: 350 White Resin Folding Chairs,
 38 - 60" Round Plastic Top Tables
 2 - 4' Plastic Top Rectangular Tables
 12 – 6' plastic Top Rectangular Tables
 1 Corded Microphone, 2 Amplifiers

The fabric for the shade awning will be put up at the Library’s discretion as weather permits in the Spring and will be removed at the Library’s discretion in the Fall. The Library reserves the right to remove or retract the shade awning at any time (e.g. repair or unsafe weather conditions). The Renter must obtain permission from the Venue Coordinator to hang lighting or decorations from the cables of the shade awning or the pergola.

GALLERY: The hallway in the Community Meeting Wing is an art gallery. Works of art cannot be moved, and the Renter agrees to work around whatever is displayed at the time of their event. The Renter may not display personal works of art using the Library gallery hangers or display cases, even if no artwork is displayed at the time of the event. The glass cases in the Gallery may be draped or covered but cannot be relocated. If tables and chairs in the gallery area must be moved or removed, an additional \$50 fee will be charged.

CATERING RAMP AND ENTRANCE: The catering ramp is for deliveries only. It is not an entrance or exit for guests. Guests must use the Third Street entrance or parking ramp for entrance and egress from the building.

TENTS AND NON-LIBRARY EQUIPMENT: The Library allows the use of tents on Johnson Terrace if the following requirements are met: The Renter must request permission in writing to erect a tent. The Library reserves the right to determine which vendors and type of tent that can be used on Johnson Terrace deemed safe and appropriate. The Renter must provide information about the type of tent and provide the Venue Coordinator with the set-up and take-down times, and the name and contact information of their rental company.

The Renter may share a tent rental with another Renter. The tent sharing between Renters is a private agreement between the Renters themselves, and Library is not liable for any damages or breach of contract resulting from a tent share arrangement.

The Renter(s) assume all liability for the tent, and any damages or injuries caused by the tent, the rental company, or its vendors.

Dance Floors: The Library allows the use of dance floors on Johnson Terrace and in the Margaret Rivers Room. The Renter must request, in writing, permission to bring in a dance floor, and provide the Library with set-up/take-down times, and the name and contact information of their rental company.

Heaters: The Library allows the use of certain heaters on Johnson Terrace if the following requirements are met: The Renter must request, in writing, permission to bring in heaters, and provide the Library with set-up/take-down times, and the name and contact information of their rental company. The Renter must abide by state and local fire code at all times, and all heaters which use a combustible liquid must be removed from the Library by the conclusion of the event and may never remain at the Library overnight.

CLEAN-UP: The Renter is responsible for removing all trash, kitchen garbage, and recycling immediately after the conclusion of the event using the Library's on-site garbage facilities.

The Renter must have all decorations, catering items, rental items, personal belongings, etc. out of the building by the end of the rental period, or prearranged time. The Renter must ensure that the caterer has cleaned the catering kitchen if it has been used. All vendors, guests and groups associated with the Renter must have their personal property out of the Library by the end of the event.

Additional fees will be charged/applied for wire, string, ribbon, etc., left on the pergola or shade awning cables at the end of the rental period. In the event clean-up has not concluded by the end of the rental period, a minimum of one (1) additional rental hour will be charged or deducted from any damage deposit to be returned. Additional fees for the security officer and/or staff may also be required.

The Renter is not responsible for take-down and storing of the Library furniture and equipment.

CATERING, FOOD AND BEVERAGES: The Washington County Public Health Department allows the use of Minnesota licensed caterers only. The Venue Coordinator must have the Renter's catering vendor's name and contact information one (1) month before the event. The Renter is responsible for their caterer abiding by all rental agreements, (see catering procedures for events rental venue.)

No cooking or food preparation is allowed in the building or on the grounds. Food must be prepared off-site and held and served from the Library's catering kitchen. A warming oven, ice machine, and refrigerator are available in the catering kitchen. There is no freezer, stove, or oven on-site.

Any refreshments other than those provided by an authorized caterer must be approved by the Venue Coordinator. The caterer is responsible for cleaning the kitchen, removing trash and recycling and removing all catering items prior to departure.

The placement of bars is limited to non-carpeted areas.

The only flame approved for use by caterers working at the Library are chafing heat cans to keep food warm. Portable burners and stoves are strictly prohibited. Grills are not allowed on the Johnson Terrace.

ALCOHOL USE: All state and local laws governing alcohol use apply. All alcohol must be served by an approved caterer who holds a Caterer's Liquor License (CATR) through the State of Minnesota.

An open bar where guests serve themselves is not allowed. Wine and champagne bottles on tables are not allowed. All alcohol must be poured and served by an appropriately licensed caterer.

Please note that hiring a "licensed bartender" does not comply with the Library's alcohol use procedures, nor does use of a company with liquor liability insurance. Neither are adequate substitutes for a Caterer's Liquor License.

Due to the way the State of Minnesota issues the CATR license, catering companies based in Wisconsin, or other states, cannot obtain a CATR license, and cannot serve alcohol at the Library.

Liability for alcohol service and consumption is assumed by the Renter. The Library assumes no liability for alcohol service and/or consumption.

No serving or consumption of alcohol is allowed in the parking garage or in cars. Alcohol consumption must be confined to the Library's Upper Level Community Meeting Wing and Johnson Terrace.

No alcohol service may be made to minors.

Alcohol service must conclude no later than 10:30 p.m. and a minimum of half (1/2) hour before the conclusion of the event.

Consumption of alcohol by the Renter, their guests, and/or vendors which 1) takes place before the arrival of their licensed caterer and security officer; 2) takes place outside the Johnson Terrace or Community Meeting Wing, or 3) self-service of alcohol during the event will result in notification of the Stillwater Police Department. Please see the Stillwater City Code: Consumption and possession of liquor in public places, (sect. 52-15).

INSURANCE: The Renter must carry insurance to cover the event. A minimum of \$300,000 in Bodily Injury and \$300,000 in Property Damage Liability is required. Please refer to the insurance coverage requirements for more information. The insurance policy must be in the name of the person signing/co-signing the lease. Proof of insurance is required before the event takes place.

MUSIC AND NOISE: Music outdoors must conclude by 10:00 p.m. on Fridays and Saturdays, and 8:00 p.m. on Sundays through Thursdays. Music indoors must conclude by 11:00 p.m. and exterior doors must be kept closed.

A \$500.00 noise compliance security deposit is required five (5) days prior to the event. This deposit is refundable contingent on full compliance.

A full disclosure of all noise and music procedures as well as Stillwater city codes can be found in the noise procedures for events venue rental document.

Please retain a copy of these Library procedures for your records. By signing the application, you, your vendors, and guests shall be responsible to abide by the procedures stated in this Library document. This is the set of procedures that governs your rental of the Stillwater Public Library event venue. The Renter shall also be bound by the following documents which can be found on our website at www.stillwaterlibrary.org or obtained from the Venue Coordinator.

Catering Procedures for Events Venue Rental
Noise Procedures for Events Venue Rental
Private/Non-Profit Event Reservation Fee Schedule(s)
Insurance Coverage Requirements

Library Event Procedures 2018/updated 2/13/2018