

Atrium Rental Rules and Regulations

The WCDPL Atrium houses library collections, seating for patrons to read, and serves as a venue for library events, meetings of governmental bodies (City, County, etc.), and public musical concerts by local/invited musicians. All other usage is subject to the following Rules, Regulations, and Fees.

1. **Room Assignment:** No use of the Atrium shall be permitted (or allowed to continue) that disturbs the library's primary functions and operations. The library reserves the right to assign and/or reassign an event to a meeting room if deemed most appropriate, including to prevent blocked access to collections or disruption to patrons using other parts of the library.

2. Atrium Fees:

A. Payment of a \$100.00 base fee is required at the time of making the reservation. Set up of up to 90 chairs, refreshment & presentation tables, a podium, & a microphone (if needed) are included.

B. The piano is professionally-tuned on a quarterly basis. If you require an additional tuning, there is an additional \$100 fee. Only our own tuning professional may be engaged.

C. If you need a staff member to be present to run the in-house sound system, there is a \$75 additional fee. This must be paid when making the reservation and is dependent on the availability of appropriate staff. Otherwise, you may bring in your own sound system.

D. Groups will handle all of their own technology needs including providing the computer, projector, etc. A small screen and AV cart are available from the library at no cost.

E. Before/after-hours access - \$250 additional fee.

F. Events that require security must have arrangements made in advance with local law enforcement by the group wishing to use the Atrium.

3. **Hours Available:** The Atrium is available when the library is open to the public and not otherwise in use. Any group wishing to arrive early or stay late must make arrangements in advance with Library Administration; permission will be given only if staff is available to properly access or secure the building.

4. **Non-Profit Activities Only:** The Atrium cannot be used for profit-making purposes. It may not be used, for example, as "sample" meetings designed to exhibit goods for immediate or later purchase, or for the sale of services to be provided immediately or at a later time. Musicians, artists, and authors performing in the atrium are permitted to sell copies of their works at their event (a monetary donation to the library is appreciated).

5. **No Admission Fees:** No admission fee may be charged to attendees. Soliciting of donations is prohibited.

6. **Application Form:** An Atrium Use Application and Agreement must be filled out by an adult, age 18 or older, representing the organization requesting use of the Atrium, before the Atrium will be reserved. The person completing the form must remain in attendance throughout the event and will be responsible for the conduct of the group and for any loss or damage to library property and/or equipment, as well as for excessive cleanup costs. The person completing the application serves as the primary contact to the public; contact information may be given out in response to inquiries about your event. Events of public interest may appear on the library's events calendar, and the primary contact's information will be included in the calendar entry. Reservations are required a minimum of four business days in advance (excluding weekends and holidays). The number of people expected to attend must be reported for statistical purposes.

7. **Damages; Cleanup:** Any expense incurred by the library because of the event including damage to the library's building, grounds, or equipment will be charged to the group. The rate is \$25 per hour plus costs for materials/supplies. The person signing the Application will be billed and will assume responsibility for payment of those charges.

8. **Scheduling Limitations:** Library events receive top priority in terms of scheduling. In order to give library events time to be scheduled, the Atrium may not be reserved more than 3 months in advance nor scheduled for more than 2 events at a time.

9. **Prohibited Substances:** No alcoholic beverages or illegal substances may be dispensed or consumed in any part of the library or library property. Smoking and use of other tobacco/nicotine products is not permitted on library property.

10. **Library's Right to Cancel:** The library reserves the right to cancel or suspend permission to use the Atrium granted to any group or organization violating these rules and regulations or for any other reasonable reason, including the need to schedule the Atrium for library-related functions.

11. **Director's Authority:** If a question arises concerning a reservation, the Library Director shall have final authority to resolve the issue.

12. **Disclaimer:** The Wood County District Public Library Board of Trustees and the staff of the Library do not endorse any person or group applying to rent the Atrium. **The Board makes no endorsement, express or implied, of any non-library event held by any person or group using library facilities pursuant to the Library's Rules and Regulations.** (A copy of the foregoing Disclaimer must be included in any advertising disseminated by the person or group using a library meeting room.)

Revision approved by the Board of Trustees, April 16, 2018.



Application and Agreement for Use of Atrium

Group _____

Detailed Description of Event _____

Individual responsible _____

Address: _____

Phone: _____ Email: _____

Date of meeting _____ Time _____ to _____

Before/after-hours needed Attendance expected _____

Number of chairs needed: _____ Number tables needed: _____

Refreshments: Yes No Podium needed Chairs w/out Arms

Use of sound system Staff-mediation needed

microphones (4 available) _____ (stand-up, or lapel) music stands (4 available) _____

Grand piano needed (Piano practice sessions are able to be scheduled prior to a performance.)

Room configuration: A-1 A-2 other: _____

I have read this Application and Agreement and acknowledge receipt of the "Atrium Use Rules and Regulations." I have read the Rules and Regulations, I understand and agree to abide by said Rules and Regulations, and I agree to pay any and all fees that may be required.

I further understand and agree that I must remain in attendance at the meeting scheduled pursuant to this Application and Agreement and that I will be held personally responsible for the payment of any damages or losses caused to Library property or equipment, for excess cleanup expenses incurred by the Library, as a result of our group or organization's use of Library facilities or equipment, or for any other cost directly associated with our use of Library space.

I personally, and on behalf of the group I represent, agree to hold the Wood County District Public Library, its staff, and its Board of Trustees, harmless for any damages or injuries to persons or property caused by my group or organization's use of Library facilities authorized by this Application and Agreement.

Signature _____ Date _____ Library Representative _____ Date _____

Make checks payable to WCDPL

For Library Personnel

\$100 base fee \$75 staff member fee Total: _____

\$250 before/after-hours fee \$100 piano (additional) tuning fee cash check: _____

_____ Staff member accepting payment