

**LIBRARY EVENTS CENTER RESERVATION REQUEST FORM
AND RENTAL AGREEMENT**

Date of Rental Application: _____

Organization: _____

Renter/Person Responsible: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Alternate Phone: _____

Driver's License/ID#: _____

Email Address: _____

Event Type/Purpose: _____

Event Date: _____ Total Guests: _____

Venue Usage Time: From _____ AM/PM To _____ AM/PM *Please indicate full venue use time from set-up to departure. The facility must be vacated by 11:00PM.*

Actual Time of Event: _____ AM/PM

Anticipated End Time of Event: _____ AM/PM

Will there be food/ beverage served? ____ Yes ____ No

Will alcoholic beverages be present at your event? ____ Yes ____ No

If "yes," then you must complete the form entitled "Library Events Center Alcohol Service or Consumption Request Form and Agreement."

NOTE: If the presence of alcoholic beverages at your event is not disclosed when submitting your "Library Events Center Reservation Request Form and Rental Agreement," alcoholic beverages will not be permitted on Library premises, which

include, without limitation, the Library, the Events Center and the Library parking lot.

Event Space/Ancillary Items Requested

Please see "Fee Schedule" for space dimensions and capacity, required deposit amount, and the rental rates for rooms and ancillary items.

Place a mark beside the rooms (listed below) that you would like to rent. Include any ancillary items needed for each space selected. Please discuss your technology needs with the Events Center Coordinator well in advance of your event. You may need to supply additional accessories, reformat files, or purchase additional ancillaries.

_____ FULL Events Center *(Available for full day rental only.)*

Rental includes all rooms & prep areas listed below, foyer, 2 dressing rooms, 2 private restrooms, 1 with shower. Note number of ancillaries needed below. The Events Center Coordinator will discuss use and placement for each item.

_____ Projector/Screen	_____ Podium with Mic
_____ Sound system	_____ Number of Wireless Mics

_____ Dubach Room:

_____ Projector/Screen (has attached computer)	
_____ Podium with Mic	_____ Sound system
_____ Number of Wireless Mics	_____ Prep Area: Front
_____ Other: _____	

_____ Choudrant Room:

_____ Projector/ Screen	_____ Podium with Mic
_____ Sound (for laptop)	_____ Prep Area: Front
_____ Other: _____	

_____ Simsboro Room:

_____ Projector/ Screen	_____ Podium with Mic
_____ Sound (for laptop)	_____ Prep Area: Front
_____ Other: _____	

_____ Ruston Room:

_____ Podium with Mic _____ Projector (screen not available)
_____ Sound System _____ Number of Wireless Mics
_____ Prep Area: Back
_____ Other: _____

Additional comments:

AGREEMENT OF RENTAL

Please read and initial each rule below.. Please ask for clarification if needed.

The Lincoln Parish Library and Library Events Center will observe the most current mandate from the State of Louisiana concerning capacity limitations and/or recommendations involving regulations for public health and safety.

_____ The renter/organization is responsible for their set-up and proper replacement of all provided chairs and tables.

_____ The Library expects the renter to conduct basic clean-up at the conclusion of the event, including placing trash in receptacles provided, removing all personal effects, equipment, and decorations, and leaving the space as clean and orderly as possible.

_____ Excessive cleaning of meeting and event spaces or public restrooms after an event will result in additional charges of \$50 per hour that a staff member must stay beyond the rental agreement. There will be an additional charge of \$100 per hour for events that go beyond the scheduled time in the rental agreement. Such charges will be automatically deducted from the deposit prior to a refund being issued.

_____ Prohibited items include, but are not limited to firearms, animals (except service animals), confetti, helium-filled balloons, stickers, hay or straw, glitter, rice, bubble, fog, and/or smoke machines, candles, pyrotechnics, or fireworks.

_____ Nothing may be hung from the ceilings or lighting tracks.

_____ Painting is not allowed inside the Events Center or anywhere on library premises.

_____ If any artwork is on display, it may not be removed for any event.

_____ All events held at the Events Center must be conducted in an orderly manner and in full compliance with applicable laws, regulations, and the Library Code of Conduct. Activities associated with events must not interfere with the regular operation of the Library.

_____ **Risk of Loss or Damage to Renter's Property:** Renter assumes the risk of loss or damage to property Renter places in the Events Center, and neither the Lincoln Parish Library nor its Events Center shall be responsible for loss or damage to such property, and Renter assume the sole risk of loss or damage to property Renter places in the Library or the Events Center.

_____ No tobacco products of any type or form are permitted to be used in any part of the Library.

_____ Alcohol for consumption in any form is prohibited on library property, except in compliance with the following section entitled "Rules Governing the Serving or Consumption of Alcoholic Beverages in Events Center."

_____ Tipping Library employees is not permitted.

_____ Security is required for all events hosting 100 or more people. The Security fee is the current hourly rate per officer as charged by local law enforcement, plus a \$5 per hour service fee. If security is required for an event, an additional charge (current hourly rate plus a \$5 service fee) for one security officer for one hour past the furnished end usage time is required. If the Events Center is cleared before the furnished end time, this amount will be refunded.

_____ Food is allowed in all Events Center areas at any time the spaces are in use, with the exception of drinks/foods containing red dye.

_____ All rental events must be held Monday through Saturday. No Sunday events will be booked. In order to allow for proper sanitation between bookings, only one rental

event will be booked per day. All events not held by the Library or its Governing Authority must end by 10:00 pm. The building must be vacated by all parties, including caterers, no later than 11:00 pm.

_____Dancing is only allowed in the Ruston Room on the vinyl floor. NO EXCEPTIONS

_____The Events Center Coordinator must be notified on any and all deliveries in writing, including date and time, at least 5 days prior to the event date. Vendor information not provided may result in those vendors being denied building access. Deliveries that must be made in advance are discouraged and may result in additional rental charges for use of an area to hold such items. The Library does NOT provide storage facilities prior to or after any event.

_____Renter must obtain Special Events Liability Insurance for events with more than 400 attendees. That insurance must furnish a minimum limit of 1 million dollars and name the Library, its Events Center and their employees, agents, representatives, officers and directors as "additional insureds." Alternately, the Renter can furnish proof of its own insurance that provides equivalent coverage that covers the Library, its Events Center and their employees, agents, representatives, officers and directors as "additional insureds."

_____Indemnification and Hold Harmless Agreement: The Renter and the individual signing the "Reservation Request and Rental Form agree to indemnify and hold the Lincoln Parish Library, the Lincoln Parish Library Events Center and their employees, agents, representatives, officers and directors harmless from any and all claims, demands, liabilities, damages, charges, expenses or actions, including attorney's fees, whether for personal injury or property damage, arising from or related to Renter's use of the Events Center and parking lot, to the fullest extent allowed by law.

_____ **I represent a 501c3 organization and have attached current documentation as proof to obtain 10% off all room rental fees.**

A COPY OF A VALID PHOTO I.D. IS REQUIRED BY THE RENTER (the person signing the rental agreement). To expediate the application process, please attach a copy with your application. Library staff will make a copy for you for free.

By my initials above and my signature below, I acknowledge that I have reviewed and understood all policies and rules of the Lincoln Parish Library Events Center. I agree to follow those policies and rules and to require that those attending my event also follow those policies and rules.

Signature of Renter

Date

FOR OFFICE USE ONLY

Received _____

Approved _____ **Denied** _____

Coordinator's Signature: _____ **Date:** _____

Deposit _____

Payment(s) _____

Refund _____

Other _____

