

- The renter/organization is responsible for their set-up and take-down. The Library expects the renter to 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.
- 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 per space. 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.
- 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 signer of 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.

RULES GOVERNING THE SERVING OR CONSUMPTION OF ALCOHOLIC BEVERAGES IN EVENTS CENTER

- Renter must pay for security for any event at which alcoholic beverages will be served.
- The number of security personnel required are as follows: (1) one security person for events with no more than 100 attendees; (2) two security persons for events with 101-200 attendees; (3) three security persons for events with 201-300 attendees; (4) four security persons for events with 301-400 attendees; (5) five security persons for events with more than 400 attendees. The Library reserves the unilateral right in its sole discretion to modify the number of security persons required depending on the nature of the event.
- If the number of attendees exceeds that initially indicated by Renter, the Library reserves the unilateral right in its sole discretion to call in additional security personnel at Renter's expense or to limit the number of attendees to no more than the number furnished by Renter.
- The security personnel will be off-duty Lincoln Parish Sheriff's officers. If Sheriff's officers are not available, then off-duty Ruston Police Department personnel may be utilized.
- The Library will arrange the security. The fee for Security Services is the current hourly rate per officer as charged by local law enforcement plus a \$5/hour service fee. The security charges must be paid to the Library no less than 40 days prior to the event. If booked less than 40 days prior to the event, rental amount and deposit are due in full when contract is signed.

- An additional charge 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.
- All alcoholic beverages must be served to attendees by a caterer licensed by the State of Louisiana and holding a valid Alcoholic Beverage Caterer's permit. A copy of the caterer's permit must be provided to the Events Center Coordinator 14 days before the event or the "Service or Consumption of Alcohol Request Form and Agreement" will be cancelled and no alcoholic beverages will be allowed to the Renter's event. Attendees are prohibited from bringing their own alcoholic beverages into the Events Center (no "BYOB"). No alcoholic beverages shall be served to, or consumed by attendees who have not attained the age of 21 years.
- Renters and their attendees may not take alcoholic beverages outside the room or area rented by Renter and the rest rooms adjacent to such room or area. No alcoholic beverages are permitted in the Library or the Library parking lot.

The Lincoln Parish Library Board of Control reserves the right to make changes, additions, or deletions to this policy as they deem necessary. Any requests for facility usage not covered in this policy should be referred in writing to the Director of the Lincoln Parish Library and the Lincoln Parish Library Board of Control.

Approved by the Library Board of Control - July 21, 2010.

Amended by the Lincoln Parish Library Board of Control - June 6, 2017

Amended by the Lincoln Parish Library Board of Control - April 21, 2021

Amended by the Lincoln Parish Library Board of Control – May 19, 2021

Updated by the Lincoln Parish Library Board of Control – August 17, 2023

Amended by the Lincoln Parish Library Board of Control—August 21, 2025 and Alcohol Service and Consumption approved by the Lincoln Parish Police Jury --??