

CLEVELAND PUBLIC LIBRARY

Board Meeting

February 19, 2015

**RESOLUTION ADOPTING POLICY FOR USE OUTSIDE OF REGULAR
LIBRARY HOURS OF CLEVELAND PUBLIC LIBRARY'S DOWNTOWN MAIN
CAMPUS**

WHEREAS, The Cleveland Public Library receives requests for the rental of different venues at the Main Library for various purposes, including weddings, parties, receptions, fundraisers, performances, and meetings; and

WHEREAS, The Library has made special arrangements to accommodate these requests, which frequently involves the dedication of Library resources including Maintenance, Security, and Operations staff overtime; and

WHEREAS, Events of these types also often entail serving food and alcohol arranged for by the entities renting the Library facilities; and

WHEREAS, In order to standardize the procedures and rules for use of the Main Library outside regular hours, and to address legal concerns arising out of the serving of food and alcohol on Library premises, the Library Administration has crafted a Policy on Use of Library Spaces Outside Regular Library Hours for consideration by the Board of Library Trustees; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby approves the Policy on Use of Library Spaces Outside Regular Library Hours, as attached, to be effective February 20, 2015.



POLICY ON USE OF LIBRARY SPACES OUTSIDE REGULAR LIBRARY HOURS

Selected Cleveland Public Library spaces in the Main Library and Louis Stokes Wing are available for rental for weddings, receptions, parties, performances, fundraisers, and meetings outside of Library hours. The Library's Policy on Patron Conduct is applicable to all events taking place at the Library, regardless of timing.

Requests for rental of space before or after regular Library hours must be made to the Outreach and Programming Services department as far in advance as possible. Rentals are made on a first come, first served basis. Hours of rental are subject to approval of the Library. Anyone in Library facilities outside regular Library hours may be asked to provide identification.

CONTRACT REQUIREMENTS

Any party who desires to rent Library facilities for use outside regular Library hours must enter into and adhere to the Library's facilities use agreement. The contract, among other things, requires the user to hold harmless and indemnify the Library from injuries or property damage that occurs as a result of their use of the Library facilities. A copy of the contract can be found on the Library's website (<http://www.cpl.org>) and all the terms of the contract are incorporated into this policy.

INSURANCE AND LIABILITY

Renters must have commercial liability insurance in the minimum amount of \$1 million dollars per occurrence/aggregate, and name the Board of Trustees of the Cleveland Public Library, its officers, and employees, as additional insureds on the policy. If users intend to serve alcohol the renter must have liquor liability insurance with a minimum of \$1 million dollars in coverage, and name the Board of Trustees of the Cleveland Public Library, its officers, and employees, as additional insureds. Certificates of insurance verifying coverage must be provided in advance of the event.

SERVING FOOD AND ALCOHOL

The Library does not provide catering services and does not possess a license to serve alcoholic beverages. Any renter desiring to serve food must make arrangements with a caterer acceptable to the Library, and comply with all health laws. The Library must be made aware of the use of kerosene, canned heat, and other flammable heat sources and will approve their use on a case-by-case basis. Renters desiring to serve alcohol must obtain the appropriate liquor license and provide the Library with a copy of the liquor license in advance of the event.

EVENT PROMOTION/INVITATIONS

Renters of the Library facilities must not use advertising and/or publicity that imply their programs or events are sponsored, co-sponsored, endorsed, or approved by the Library, unless written permission to do so has been previously given by the Library.

FEES

Rental fees will be charged in accordance with the Fines and Fee Schedule approved by the Board of Library Trustees. Fees will be quoted by request and an estimate of event cost, including Library staff charges, will be provided before the facilities use agreement is signed.

Outreach & Programming Services will approve any charges for meeting room use and accept payments. A deposit is required to reserve a space in advance and is nonrefundable. Full payment is due no later than seven (7) days after requesting a reservation. After seven (7) days, payments will be considered late and pending reservations may be cancelled.

GENERAL

No candles, glitter, birdseed, confetti, or rice (except for meals) may be used inside Library buildings.