LIBRARY EVENTS CENTER RESERVATION REQUEST FORM

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
Please note: No alcoholic beverages or food/drinks containing red dye are permitted.

Event Space/Ancillary Items Requested

(Please see Fee Schedule for Seating, Dimensions & Rates) Place a mark beside the rooms (listed below) that you would like to rent.

_____**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.)

____**Dubach Room:**
____ Projector/Screen ____ Podium/ Mic ____ Sound
____ Computer ____Prep Area: Front

____**Choudrant Room:**
____ Projector/ Screen ____ Podium/ Mic
____ Sound(for laptop) ____Prep Area: Front

____**Simsboro Room:**
____ Projector/ Screen ____ Podium/ Mic
____ Sound(for laptop) ____Prep Area: Front

____**Grambling Room:**
____ Podium/ Mic ____Prep Area: Front or ____Prep Area: Back

____**Ruston Room:**
____ Podium/Mic ____ Projector (screen not available)
____ Sound System ____Prep Area: Back

Additional comments:

_____

_____

_____

_____

_____

_____

_____ _____

Signature of Renter or Group Responsible **Date**

A copy of a valid photo I.D. is required by the renter. To expediate the application process, please attach a copy with your application. Library staff will make a copy for you for free.

FOR OFFICE USE ONLY

Approved _____ Denied_____

Director's Signature: _____ Date: _____

Please read the policy in its entirety; initial each point below and sign at the bottom that you have read and understand the policy. 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.

_____All decorations, including materials used to attach them must be approved by the Library Director.

_____Prohibited items include, but are not limited to confetti, helium-filled balloons, stickers, hay or straw, glitter, rice, bubble, fog, and/or smoke machines, pyrotechnics or fireworks.

_____Nothing may be hung from the ceilings or lighting tracks.

_____Spray 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.

_____Liability insurance for special events, caterers, and other ancillary services scheduled in Library space is required. Parameters of insurance are available from the Library Director.

_____The Library assumes no liability for theft or damage of personal effects brought onto library property or for injuries, which occur as a result of actions of sponsors or participants in activities in the Events Center.

_____No tobacco products of any type or form are permitted to be used in any part of the Library.

_____Firearms and animals (except service animals) are prohibited.

_____Alcohol for consumption in any form is prohibited on library property.

_____Tipping library employees are not permitted.

_____ Security is required for all events hosting 100 or more people. The Security fee is $35/hour per officer.

_____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 Library Director 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.

_____The Library expects the renter to assist with 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.

_____The renter/organization is responsible for their set-up and take-down.

By my initials above, I agree that I have read, understand and will abide by the policies of the Lincoln Parish Library Events Center.

_____ _____

Signature of Renter or Group Responsible **Date**