

LIBRARY EVENTS CENTER RESERVATION REQUEST FORM

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

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

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:

Signature of Renter or Group Responsible

Date

_____ 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.

FOR OFFICE USE ONLY

Approved _____ Denied _____

Coordinator'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.

_____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 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.

_____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 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.

_____ 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.

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