

Lincoln Parish Library Events Center Policy

The primary purpose of the Lincoln Parish Library Events Center is for Library activities, including programs and exhibits presented by Library staff, the Friends of the Library or other organizations affiliated with the Library. When the Center is not being used for a Library activity, the space will be available to the public for rental for a number of uses. Access will be provided on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use. The Library does not advocate or endorse the viewpoints of any group or individual.

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.

We ask that you please read through these Policies completely prior to submitting a rental request.

- Persons or groups must submit a completed *Reservation Request Form* to Library staff at least 40 business days before the event. (See **Fees** below.) The reservation is not complete until the form has been submitted, and approved, and the deposit has been paid.
- Only persons aged 21 and older, as determined by valid driver's license, may rent the Events Center.
- Meeting room space is primarily intended for specific events rather than for regularly scheduled, on-going meetings. Use of a space with a frequency of once a month or greater will be considered a regularly scheduled meeting.
- Groups and individuals who rent the Events Center space and charge admission fees or sell products or services are required to register with the Lincoln Parish Sales and Use Office (318-251-8624). A copy of the Sales and Use Tax Registration must be submitted with the rental request form. Proof of tax exemption is required for fundraising events. For more information see: <https://lataonline.org/for-taxpayers/city-to-parish-index/lincoln/> and [https://www.revenue.louisiana.gov/publications/20215\(9_11\)BR.pdf](https://www.revenue.louisiana.gov/publications/20215(9_11)BR.pdf)
- The parking lot is to be used for parking only. No activities will be held there.
- Events Center programs must not interfere with regular Library operations. Undue interference could be caused by:
 - crowds too large for meeting space available.
 - noise level of the group.

The fact that a group is permitted to meet at the Library does not constitute an endorsement of the group's policies or beliefs by the Lincoln Parish Library.

The Lincoln Parish Library does not discriminate in making its premises available for use based on race, color, national origin, religion, gender, age or disability.

Questions on reserving meeting or event space at the LPL Events Center should be directed to the Events Center Coordinator, the Assistant Director, or the Director of the Library.

The LPL Events Center contains the following rooms that are available for rental. There is flexibility as to arrangement of the space and furniture in these rooms. These adjusted figures are reflected in the information provided below.

- **Auditorium** -The auditorium (3010 square feet) is multi-purpose and seats up to 300, with a raised stage-like platform, small backstage area with 2 dressing rooms and 2 restrooms, one with shower. The Auditorium can be divided into 3 smaller rooms, with the first section, the Dubach Room (1075 square feet), having the platform and a drop-down projection screen with in-ceiling projector. The second section is called the Choudrant Room (946 square feet) and the third section is called the Simsboro Room (989 square feet), each having a drop down

projection screen with portable projector available. Nothing can be adhered to the walls or floors in any fashion. This includes painter's tapes, "command" hooks or strips, etc.

- **Grambling Room** - This room has ceramic tile floor and is considered a common area for events occurring in the Dubach, Choudrant, or Simsboro rooms. If the **Auditorium** (Dubach, Choudrant, and Simsboro rooms), **Ruston Room**, or entire facility is rented, then it can be used as additional space. The room is 2,236 square feet and can accommodate 200 people. Nothing can be adhered to the walls or floors in any fashion. This includes painter's tapes, "command" hooks or strips, etc.
- **Ruston Room** - This room is 5,810 square feet and can hold 600 in a standing reception, 600 theater style, 340 in classroom style, and 400 in banquet seating. There are tack board walls on two sides that can be used to decorate or hang items, but nothing may be adhered to the wall. This includes painter's tapes, "command" hooks or strips, etc.
- **Catering Prep** - There are two catering prep areas – a larger one on the north side of the facility (adjacent to the Dubach Room) and a smaller prep area on the south side of the facility (behind the Ruston Room). Each is equipped with commercial refrigerators, icemakers, and commercial sink, as well as various counters and multiple receptacles for warming stations. If available, access to one of these areas comes standard with all rentals.

The renter is responsible for providing all personnel, materials, and equipment for a catered event. The renter must be present to accept any deliveries of food or equipment. The renter is responsible for quickly cleaning up any food or drink spills during the event and cleaning all prep areas. At the end of the event, the renter is responsible for cleaning the prep area to its original condition. The Library is not responsible for supplying cleaning supplies, except mop buckets and mops.

Audiovisual and electronic services equipment is available for an additional charge (specified in the Fee Schedule). Customers may bring in their own presentation devices, but the Library accepts no responsibility or liability regarding the operation, use, care, or safety of personally supplied equipment. Laptop and Notebook computers are permitted and can be attached to Library data networks or the wireless network for presentation purposes. Wireless internet is available at no charge. If assistance is needed with any equipment or with lighting issues, it is the responsibility of the renter to contact the Library Director and receive instructions at least 3 days prior to the event.

Fees

Fees are set by the Library Board of Control and are reviewed regularly. Fees are subject to change without notice. However, scheduled events will not have fees changed.

In addition to the rental charges, a Damage/Clean Up Deposit is required when renting the Events Center facilities. It will be refunded within 30 days after an inspection of the facility is completed. The deposit fees vary based on the space rented and are given on the Fee Schedule.

The hours booked will include time for setup and cleanup of the space being used. The person or organization using the facility is responsible for their own setup and takedown. The Library will provide clean facilities before any meeting or event. 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.

The renter is liable for any damages to equipment and/or facilities of the Events Center due to negligence of any person participating in the scheduled event. Should the cost of damages exceed the deposit amount, a bill will be issued to the

renter to pay for any exceeding amount. Further use of the Library Events Center or the services of the Lincoln Parish Library will be prohibited until this cost is paid in full.

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.

Payments should be made out to the Library Events Center. Deposit fees are due on the date the contract is signed. Full rental amount is due no less than 40 days prior to the event. If booked less than 40 days prior to the event, rental amount and deposit is due in full when contract is signed. Payment may be cash, money order, check, or credit card (Visa & Master Card). If there are insufficient funds to cover a check, a fee of \$55.00 will be assessed.

Ancillary items such as sound system, computer, projector, podiums, wireless microphones, easels, and dry erase boards are available for rental for additional fees. Please see the full price list for costs. If ancillary items are needed at the time of the event, but are not reserved, fees for their use will be deducted from the renter's deposit.

A 10% discount on venue rental rates is available for 501c3 organizations that provide documentation at the time of rental application.

Bookings and Cancellations

To reserve space in the Library Events Center, a Reservation Request Form must be completed and submitted to and approved by appropriate Library staff and/or the Library Director.

Space is booked on a first reserved, first served basis. Requests can be submitted up to two years in advance, but due to the fees collection policy above, all requests must be submitted no later than 40 days before the event date. A completed request form is required for each date unless a single event is held on consecutive days. **A submitted request form does NOT constitute a guaranteed reservation.**

The Library will take precedence in reserving space for its own events.

In the event of cancellation, a full deposit is returned if cancellation is made 90 days or more in advance of event. 50% of the deposit is refunded if cancellation is made within 60 to 89 days in advance. Full deposit is forfeited if cancellation is made less than 60 days in advance. Refunds will be made within 30 days of cancellations.

Publicity

The renter is responsible for any publicity for their event. Publicity materials may not list or imply the Lincoln Parish Library is a co-sponsor of an event or meeting unless the event has been officially approved and designated by the Library as such.

Library phone numbers may not be listed for information on any event. The Library requires that all printed materials, press releases, posters, and other information regarding the event include a contact phone number and return address for the organization or individual booking the room.

The renter should not issue invitations or press releases until the reservation request form has been approved by the Library Director and all fees are paid in full. The use of the Library's logo is prohibited.

THE FOLLOWING BULLETED ITEMS ARE VERY IMPORTANT. PLEASE READ CAREFULLY.

- 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.
- Prohibited items include, but are not limited to confetti, helium-filled balloons, stickers, hay or straw, glitter, rice, bubbles, 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.
- 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.
- One security officer is required at all rentals hosting 100 or more attendees. Events with more than 250 attendees require two security officers. 500 or more attendees requires three.
- 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.
- Dancing is only allowed in the Ruston Room on the vinyl floor. NO EXCEPTIONS.
- The Library Director must be notified of any and all deliveries, including date and time, at least 2 days prior to the event date. The Library does NOT provide storage facilities prior to or after any event.
- 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.

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