SPECIAL EVENT POLICY

I. Introduction and Purpose of Policy

The mission of the Plymouth District Library ("Library") is to provide quality Library services that support the cultural, educational, and informational needs and interests of the community. In keeping with this mission, the Library may make certain Library facilities available for private special events when those facilities are not needed for Library-sponsored or Library-co-sponsored programs or Library business.

The Library recognizes that its facilities, including its historic building and outdoor spaces, may provide unique and meaningful settings for certain private celebrations. The Library may therefore offer limited after-hours rental opportunities for weddings, wedding ceremonies, and children's birthday parties pursuant to the requirements of this Special Events Policy ("Policy") and the Library's Special Event Rental Agreement.

Special Event rentals are distinct from use of Library Meeting Rooms and are subject to separate rental fees, staffing requirements, scheduling procedures, and terms and conditions.

The restrictions of this Policy relating to Applications and Scheduling do not apply to Library-sponsored or Library-co-sponsored events.

II. Application and Scheduling of Special Events

A. General Use. Special Event rentals are available to members of the public who meet the requirements of this Policy. At least one individual responsible for the event must be a Plymouth resident age 21 or older. The Plymouth resident must be identified on the application and rental agreement and shall serve as the primary contact and financially responsible party for the event.

Special Events are private, invitation-only events and may not be open to the general public.

At this time, the Library offers the following types of Special Event rentals:

a. Indoor wedding ceremonies;
b. Outdoor wedding ceremonies utilizing the Library's outdoor amphitheater; and

c. Children's parties, generally intended for children age eight (8) and under with adequate adult supervision.

The Library may establish additional event types or modify the types of events offered under this Policy upon approval of the Library Board or Library Director, as appropriate.

B. Rental Areas. The following Library spaces may be made available for Special Event rentals:

Event Type	**Rental Space**
Indoor Wedding Ceremony	Designated Main Level spaces
Outdoor Wedding Ceremony	Wilcox Amphitheater and designated Main Level spaces as specified in the Rental Agreement
Children's Party	Designated Lower Level spaces

Rental of a Special Event space does not provide access to other areas of the Library. Areas not specifically identified in the Rental Agreement are not available for use by the User or event guests.

The Library reserves the right to identify specific areas within the permitted rental space that may or may not be used based on the nature of the event, Library operations, safety considerations, or facility limitations.

C. Scheduling. Special Events shall be scheduled on a first-come-first-served basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events, and (c) uses governed by contract with the Library having first priority.

Special Events shall generally be scheduled outside regular Library operating hours. The Library may establish specific days and times during which Special Events may be held based upon staffing, building operations, and other Library needs.

The Library reserves the right to limit the number of Special Events scheduled during a particular period in order to maintain adequate staffing and protect Library facilities.

Special Events must be requested sufficiently in advance to allow the Library to review the application, prepare the facility, schedule required staff, and complete any required insurance or other documentation.

The Library will contact the Applicant with confirmation that the Special Event reservation has been accepted. Applicants should not assume that a reservation is complete upon submission of an application.

Reservations are not transferable. The individual identified as the responsible party on the Rental Agreement must remain responsible for the event and may not assign or transfer the reservation to another person or organization without prior approval from the Library.

The Library reserves the right to reschedule or decline a Special Event when necessary to accommodate Library operations, Library-sponsored or Library-co-sponsored events, Library Board activities, building maintenance, emergency circumstances, or other legitimate Library needs.

D. Application Process. The Applicant must be at least 21 years of age.

At least one responsible party must be a Plymouth resident. The resident's contact information shall be included on the application and Rental Agreement.

The Applicant must complete the Library's Special Event application and Rental Agreement and provide all information requested by the Library.

The Applicant must pay the required deposit at the time the reservation is scheduled.

Full payment of the rental fee must be received within the timeframe established by the Library and stated in the Rental Agreement.

At the time of application, the Applicant must sign a Waiver, Indemnification, and Hold Harmless Agreement prepared or approved by the Library.

The Library may require proof of event liability insurance for a Special Event. When required, the Applicant must provide a certificate of insurance meeting the requirements established by the Library before the event. The Library may require Plymouth District Library to be named as an additional insured.

The Applicant is responsible for providing any additional documentation requested by the Library, including documentation

relating to vendors, caterers, entertainers, or other third parties participating in the event.

Users who need to cancel a reservation should notify the Library as soon as possible. Deposits and rental payments shall be subject to the cancellation terms established in the Rental Agreement.

III. General Guidelines Affecting all Special Events

A. Library Access. Special Event Users and their guests may access only those areas identified in the Rental Agreement. The Library's collection areas, staff areas, offices, storage areas, service areas, and other restricted spaces are not available for use.

The Library will provide access to the rental area at the agreed-upon start time. Users may not enter the Library before the agreed-upon access time.

B. Library Staffing. The Library will provide three (3) Library staff members for each Special Event, including an event coordinator, a facilities staff member, and an additional Library staff member.

Library staff are responsible for overseeing Library facilities, responding to building or facility issues, and ensuring compliance with this Policy and the Rental Agreement. Library staff are not responsible for providing event planning, catering, childcare, security, or other services on behalf of the User.

The cost of required Library staffing is included in the applicable Special Event rental fee.

C. Supervision of Children. Children attending a Special Event must remain under the supervision of a responsible adult at all times.

The Library does not provide childcare or supervision of children attending private events.

D. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, marijuana, alcohol, and the illicit use of controlled substances on Library property.

Alcohol may not be brought into, served, distributed, or consumed in connection with a Special Event.

E. Food and Beverages. Food and non-alcoholic beverages may be permitted in designated areas approved by the Library. Food and beverages must remain in the areas designated by the Library and may not be brought into areas where food and beverages are prohibited.

Users are responsible for complying with all applicable health and food safety requirements. No Sterno, open flame, chafing dish, grill, or other flame-based food warming or cooking equipment is permitted. The Library may establish additional food and beverage restrictions based on the event type or rental area.

F. Decorations and Personal Property. Decorations may be used only with prior approval from the Library and must comply with the following requirements:

a. No decorations or other materials may be attached, taped, nailed, stapled, pinned, or otherwise affixed to walls, doors, windows, ceilings, furniture, fixtures, or other Library surfaces without prior approval.
b. No glitter, confetti, rice, or similar loose materials may be used.
c. No open flames, candles, sparklers, fireworks, or other fire-producing devices are permitted.
d. Decorations may not obstruct exits, doorways, hallways, accessibility routes, fire equipment, or other safety equipment.
e. The Library may prohibit any decoration or installation that could damage Library property or interfere with Library operations.
f. All decorations and personal property must be removed by the User before the end of the rental period.

G. Equipment and Furniture. Requests for use of Library tables, chairs, audio/visual equipment, or other Library-owned equipment must be made when the event is scheduled. The Library does not guarantee the availability of any particular equipment or furniture arrangement. Users may not move, remove, or rearrange Library furniture or equipment without approval from Library staff.

H. Music and Entertainment. Music and entertainment may be permitted as part of an approved Special Event, subject to the limitations of the rental area and the Library's building and noise requirements.

Amplified music, speakers, DJs, live entertainment, or other equipment that may affect Library facilities or neighboring properties require prior approval from the Library.

The Library reserves the right to limit sound levels or discontinue music or entertainment that causes excessive noise, interferes with Library operations, creates a safety concern, or unreasonably disrupts neighboring properties.

I. Disruption Prohibited. Users and their guests shall not engage in conduct that damages Library property, creates a safety concern, interferes with Library operations, or unreasonably disrupts Library staff, patrons, neighboring properties, or other Library activities. The Library may require any individual engaging in prohibited conduct to leave the premises.

J. Commercial Activities. Special Events are private rentals and may not be used for ongoing commercial operations, retail sales, product demonstrations, business promotions, or other commercial activities unless specifically approved by the Library in advance. The Library may establish additional requirements for any approved commercial participation, including insurance and vendor documentation.

K. Sales, Raffles and Contributions. Users may not conduct sales, raffles, fundraising activities, or solicit contributions on Library property as part of a Special Event unless specifically approved in writing by the Library.

L. Vendors and Contractors. The User is responsible for all vendors, contractors, entertainers, caterers, photographers, decorators, rental companies, and other third parties engaged for the Special Event.

The Library may require advance notice and documentation for any vendor or contractor entering Library property.

The Library may require vendors or contractors to provide proof of insurance and to name Plymouth District Library as an additional insured.

All vendors and contractors must comply with this Policy, the Rental Agreement, and all applicable Library rules.

M. Occupancy. Users shall permit no more persons than the maximum occupancy established for the rental area. The Library may establish a lower maximum occupancy based upon the nature of the event, furniture arrangement, staffing, or other safety considerations.

N. Accessibility. The Library's Special Event spaces and facilities are intended to be accessible to individuals with disabilities. Users shall not block, obstruct, or otherwise interfere with accessible entrances, routes, restrooms, seating, or other accessibility features. Users are responsible for communicating any specific accessibility needs related to their event to the Library in advance so that reasonable arrangements can be considered.

O. Clean Up. The User is responsible for leaving the rental area and any equipment used during the event in the condition required by the Rental Agreement.

The User must remove all decorations, food, containers, beverages, personal property, and other event-related materials before the end of the rental period.

The User must include set-up and clean-up time within the scheduled rental period.

The cost of standard Library staffing and cleaning associated with the event is included in the applicable rental fee. Additional cleaning, repair, or restoration required as a result of the User's failure to comply with this Policy or the Rental Agreement may result in additional charges.

P. Damage to Library Property. The User is responsible for any damage to Library property caused by the User, the User's guests, vendors, contractors, or other persons attending the Special Event. The Library will document any damage and may invoice the User for the actual cost of repair, replacement, or restoration. Payment of a deposit does not limit the User's responsibility for damages exceeding the amount of the deposit.

IV. Fees, Deposits and Cancellations

A. Rental Fees. Special Event rental fees shall be established by the Library Board or as otherwise authorized by Library policy and shall be published by the Library. Rental fees may vary based upon the type of event, rental area, length of rental, staffing requirements, and other costs associated with providing the event.

B. Deposit. A deposit is required to reserve a Special Event date. The amount and terms of the deposit shall be stated in the Rental

Agreement. A reservation shall not be considered confirmed until the required deposit and completed documentation have been received and accepted by the Library.

C. Final Payment. Full payment of the rental fee must be received by the deadline stated in the Rental Agreement. Failure to make required payments by the applicable deadline may result in cancellation of the reservation and forfeiture of the deposit.

D. Cancellation. Cancellation and refund terms shall be established in the Rental Agreement and may vary based upon the timing of the cancellation. The Library may retain amounts necessary to cover non-refundable costs incurred in preparation for the event.

E. Damage and Additional Charges. The User shall be responsible for actual costs associated with damage to Library property, excessive cleaning, unauthorized use of Library facilities, lost equipment, or other costs resulting from violation of this Policy or the Rental Agreement. Additional charges may be invoiced following the event.

V. Library Disclaimer

A. No Endorsement. Use of Library facilities for a Special Event does not constitute the Library's endorsement of an individual, family, business, organization, product, service, policy, or belief. Publicity for a private Special Event must not imply that the Plymouth District Library sponsors, endorses, or is affiliated with the event.

B. Right to Cancel. If necessary, the Library reserves the right to cancel a Special Event or move the event to a different area, including but not limited to inclement weather, emergency conditions, building damage, unexpected building closure, or other circumstances affecting the safe operation of the Library.

The Library shall use its best efforts to notify the User as soon as reasonably possible if the Library must cancel or modify a scheduled Special Event.

In the event of inclement weather or other area emergencies, Users should contact the Library before the event to confirm that the building and applicable rental areas remain available.

C. Hold Harmless and Indemnification. As a condition of renting Library facilities, the User shall execute a written agreement releasing,

indemnifying, and holding harmless the Plymouth District Library, its Board, officers, employees, and agents from claims arising from the User's Special Event, except to the extent caused by the negligence or willful misconduct of the Library or as otherwise provided by law.

D. Insurance. The Library may require the User to obtain event liability insurance appropriate to the nature and size of the Special Event.

When insurance is required, the User must provide proof of coverage in the form and by the deadline established by the Library. The Library may require Plymouth District Library to be named as an additional insured.

The Library may establish different insurance requirements for different types of events or activities.

Failure to provide required insurance documentation by the applicable deadline may result in cancellation of the reservation.

VI. Violation and Appeal Section

For violations of this Policy or the Special Event Rental Agreement, the Library Director or the Director's designee may terminate the event, require the User or any event attendee to leave the premises, assess applicable fees or charges, and restrict the User's future access to Library facilities pursuant to the Library's Violation and Appeal Policy.

The Library may deny future Special Event rental requests from a User who has violated this Policy, failed to pay amounts owed to the Library, caused damage to Library property, or otherwise failed to comply with the terms of the Special Event Rental Agreement.

Nothing in this Policy limits the Library's authority to address conduct that violates other Library policies or applicable law.