



Special Events Policy

The Aurora Public Library makes available spaces for special events to organizations and private parties. Special events space is offered at The Richard and Gina Santori Public Library (Santori) and Eola Road Branch only. These spaces may be licensed for private gatherings when not needed for Library functions or its business.

The Board of Directors of the Aurora Public Library, or designee, approves all event usage of the Aurora Public Library. The library may determine the number of events to be operated simultaneously, and does not guarantee the sole use of the facility for a specific event. Political activity and campaign fundraising are not permitted.

The Board of Directors of the Aurora Public Library delegates authority to the Library Executive Director, or designee, over special event procedures and special event pricing. Provisions of this policy may be waived or amended under special conditions only by approval of the Library Executive Director or his/her designee.

The Library shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily-prohibited basis. The Library does not necessarily endorse the views expressed by any group using its facilities.

General Regulations

Requests for Special Events reservations may be submitted by the Client up to six months, but no less than, one month prior to the event date. Requests to reserve the John C. Dunham Atrium for large-capacity events should be made twelve months prior to the event. Special Events reservations are granted on a first come, first served basis, and based on the requested facility's availability. Certain blackout dates do apply. Prospective clients should consult Aurora Public Library website for details.

A meeting with the Library's Events Manager may be required prior to finalizing a reservation. The Events Manager or member of Library staff will remain onsite during each event.

For events where alcohol will be served, all local licensing must be approved and a copy on file with the Library's Business Office no later than ten business days prior to the event.

All events must end by 12 midnight. Not later than 1:00am, all clean up must be completed and all guests and vendors must vacate the premises.

Primary Contact Person and Supervision

It is the responsibility of the Client's Primary Contact Person designated on the After Hours & Special Events Application to serve as the sole authorized representative of the group and to remain on the premises throughout the period for which the facility is reserved, ensuring the safety and security of attendees and the library facility, as well as ensuring that attendees observe the regulations set forth in this policy.

The Client's designated "Primary Contact Person" on the application assumes the temporary role of emergency evacuation warden for the requested event. This person is required to be present for the entire event until security has cleared the building. The Primary Contact Person is required to attend an orientation / walk-through session with authorized library personnel prior to the event.

The Library requires that an adult (21 years or over) submit the application and act as sponsor for any meeting / event involving persons eighteen years of age and under. The applicant/adult sponsor must attend and supervise the scheduled meeting / event, accept responsibility for, and reimburse the Library for any damage caused to the room or to the Library by the group or its members. One adult sponsor per twenty persons ages eighteen years old or younger must be onsite at all times during the event.

Damages

The Client and designated Library staff will inspect the reserved facility together just prior to the time that is turned over to the Client. Any damages to the space before the reserved time will be noted and placed on file. Library staff will inspect the reserved facility after the event. Library maintenance staff will report post-event damages promptly to Library management.

If damage to the reserved space, its furnishings, or equipment occurs during the meeting or event, the Library facilities staff will assess the reasonable cost of repairing damages caused during the meeting/event. The Client will be officially notified of the damage assessment. The Client shall reimburse the Library for the damages by paying the assessed amount to the Aurora Public library within thirty days of the date that the damage assessment notice was mailed. The Library shall deny further use or reservations of rooms until the Client pays the assessed amount in full.

Deliveries

The Events Manager must be informed of all vendor delivery times. This allows the Library to set a schedule and oversee deliveries, avoiding potential delays for the start of the event.

All rental items ordered and scheduled by the Client to be delivered to the Library facility must be accepted by the Client's Primary Contact Person or representative. The Library will only accept and sign for deliveries arranged by, or cleared through, the Library. All rental items must be delivered and picked up within the contracted event times, or at a time and date approved by the Library's Events Manager.

Signage and Decorations

Library Administration reserves the right to review any signage, banners, decorations, or literature to be displayed. Special outdoor signage (such as sandwich boards or other devices) is allowed by prior, special permission from the Business Office. Free standing décor elements are allowed but materials may not be affixed to any surface (i.e. walls, windows, floors, furniture or fixtures) by any means (i.e. tape, nails, tacks, screws, adhesive gum, etc.) The Library may make 1-2 easels available for the meeting / event, if they are not being used for Library business at that time.

Candles are permitted as long as the glass contained or votive exceeds the top of the flame.

The Library does not provide linens for events.

Parking

Public parking is available at the Santori Library and Eola Road Branch locations. The Library is not responsible for parking tickets or towing that may take place if city parking rules are violated.

Hold Harmless Agreement

All organizations or groups shall indemnify, defend and hold harmless the Aurora Public library and the City of Aurora, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting in and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries, property damage, or any other claim arising from the organization/group's event or use of the Library's event spaces.

The Library will not be responsible for personal property belonging to groups and individuals using the Library facilities.

SPACES AND LOCATIONS AVAILABLE TO RESERVE

- The Santori Library Large Meeting Room N126
- The Santori Library Small Meeting Room N125
- Santori Library-John C. Dunham Atrium N100
- Eola Road Branch-Meeting Room
- Eola Road Branch-Conference Room

Adequate delivery, setup and clean up times must be factored into the total reserved time requested in the Client's submitted After Hours & Special Events Application.

FOOD & BEVERAGES

Events at which alcohol beverages will be served or which are likely to involve noise, music or other activities which interfere with the library's operation are permitted only upon written approval of the Library. Events at which alcohol will be served must also include food service.

Food and beverages are only allowed in the areas specified in SPACES AND LOCATIONS AVAILABLE TO RESERVE section of this policy. No kitchen facilities are available at either Santori or Eola Road Branch.

Caterers

All caterers must provide all applicable business, health, food handler's licenses, etc. as well as current liability insurance which meets or exceeds those required by the Library Board. Only bonafide licensed catering businesses or restaurants that provide onsite venue catering services may provide food service. A meeting with the Library's Events Manager, the caterer, and the client may be required prior to the Library confirming the Client's reservation of the Library's facility if food is to be served.

The caterer, procured by and acting as the agent for the Client, shall be responsible for set-up and breakdown of all non-Library equipment within the time frame reserved on the confirmed reservation. The caterer is also responsible for: (1) set-up and breakdown of rental equipment, (2) ensuring that wait staff does not rinse or wash plates, utensils and other equipment on the premises, (3) maintaining the event space, including but not limited to, quickly cleaning up any food or drink spills during event.

Only the Library's authorized personnel will setup and break down all library-owned equipment.

The caterer may not leave equipment, linen, or cleaning to a later date, nor may any equipment, linens, flowers, food, or other items brought for the event be left for pick up on another day after the event. Any and all equipment, food, flowers, etc. must be removed from the building immediately following the event except by special, prior arrangement with the Library. The Library is neither responsible nor liable for any equipment, etc. left at the facility, its loss, or its disposal of, after the end of the event.

The Client will be responsible for the caterer's compliance.

The use of propane, butane or any other type of gas canisters and cooking of any kind on-site is allowed by prior, specific permission only. Anyone wishing to use these devices or to cook on-site, must produce a policy or certificate of insurance of comprehensive general liability insurance with limits of liability of at least \$1,000,000 general aggregate insurance for Library's review prior to confirming the client's reservation.

The caterer must be onsite to accept any deliveries that the Client has arranged, including but not limited to donated or privately purchased alcohol. Bar service must close thirty minutes prior to the end of the event, or the security deposit may be forfeited. Cash bars, the sales of drink tickets, and self-service bars are strictly prohibited.

The Client is liable for any damages to equipment and/or facilities of the Aurora Public Library facility due to negligence of the Client, its agents and/or guests. The Library does not warrant the use or performance of any of its equipment.

SECURITY

The Library will provide uniformed security officers for all events. Coverage level is dependent upon the size of the event, location and hours. The Library reserves the right, at its discretion, to require additional security and/or off-duty City of Aurora Police on premises at the Client's expense. The Client's prior approval is required before the reservation is confirmed.

PUBLICITY

Publicity is responsibility of the organization reserving the space. Any printed publicity must include the disclaimer, "This program is not sponsored by the Aurora Public Library." Publicity may not include the Library's telephone number, nor may the Library's name and address be used a mailing address. The Library will not take guest RSVP's for private events.

INSURANCE FOR VENDORS

All Vendors that have been hired by the Client/Organization or Caterer, or anyone determined by the Library as requiring insurance, must submit a certificate of insurance to the Library. Any and all certificates of insurance must list The Aurora Public library as an "Additional Named Insured." The Library must review all such certificates of insurance before it will agree to reserve meeting or conference rooms.

If a vendor does not provide insurance, the Client will be required to purchase vendor insurance at an additional cost to the Client for all vendors through the Library's insurance provider, which must be bound at the same time as the event insurance. Please note that the insurance limits are shared by all parties listed on the policy.

DENIAL OF AFTER HOURS & SPECIAL EVENTS RESERVATION

The Library may deny use of its facilities to a Client for an After Hours or Special Event if the Library determines that

- The purpose of the meeting or activity is illegal or potentially hazardous.
- The purpose of the meeting is for commercial/promotional purposes not allowed by the Library.
- The meeting presents health or security risks.
- The conduct of the meeting interferes with the functioning of the Library.
- The applicant has not provided satisfactory adult sponsorship and supervision for the meeting.
- The applicant has failed to comply with these or other library regulations in the past.
- The applicant has an outstanding account balance from a previous reservation with the Library, until that balance is paid in full.

An applicant may appeal the decision in writing to the Aurora Public Library Executive Director within ten working days of the decision. The Executive Director will respond in writing.

APPENDIX A: Special Events License Fees Rate Card

Fees allow the Library to cover the additional cost of staffing, security, and maintenance services.

A Space Use Agreement is for use of the designated area only and includes use of the Library's tables and chairs. The Library does not keep an inventory of specialty furniture such as highboy cocktail tables, stools, etc.

A License Fee Deposit (the "Deposit) which is forty percent (40%) of total License Fee) is required of the licensee upon confirmation of the reservation. The Deposit will be applied to the total License Fee charges. The Deposit is non-refundable if the event is canceled within fourteen (14) days of the scheduled event date. Payment of all fees must be made to the Library not later than seven (7) business days prior to event.

Aurora Public Library
After Hours & Special Events Rental Fees†
Nonprofit organizations, 15% discount

Facility & Area	Capacity*	Rate (2 hour rental minimum)	Rate	Fee /event
- Santori Library				
N126 - Large Meeting Room only	75	\$150/hour		
N125 & N126 - Combined Meeting Rooms	80	\$250/hour		
John C. Dunham Atrium only	400	\$325/hour		
- Eola Road Branch				
Large Meeting Room	60	\$100/hour		
Conference Room	30	\$75/hour		
After Hours & Special Events Custodial Fee				
1 - 40 guests			\$55/hour	
41 - 100 guests			\$75/hour	
101 - 300 guests			\$100/hour	
300-500 guests			\$150/hour	
Security Fee (per guard)				
Library determines # required			\$35/hour	
A/V Equipment				
Lavalier microphone				\$35
LCD projector or large screen TV sync'd				\$50
Laptop computer				\$25
Podium				\$25
A/V Technician			\$75/hour	
iPod hookup for N125 & N126				N/C

**Estimated capacities are subject to the Fire Marshal's decree. Capacities also depend upon the requested room configuration; i.e, stand-up flow party vs a workshop with tables and presenter's podium.*

† *Prices subject to change without notice.*

Rate includes basic room set up, use of built-in sound system with iPod hook-up, coat racks.