

LIBRARY EVENTS CENTER RESERVATION REQUEST FORM

Organization: _____

Renter/Person Responsible: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Alternate Phone: _____

Driver's License/ID#: _____

Email Address: _____

A copy of a valid photo I.D. will be required from renter.

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.)

Actual Time of Event: _____ AM/PM

Anticipated End Time of Event: _____ AM/PM

Will there be food/ beverage served? ____ Yes ____ No

(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.

_____ Events Center (This is for full day rental only. It 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 _____ Piano

_____ Choudrant Room:

_____ Projector _____ Screen _____ Podium/ Mic _____ Sound
(for laptop)

_____ Simsboro Room:

_____ Projector _____ Screen _____ Podium/ Mic _____ Sound
(for laptop)

_____ Grambling Room:

_____ Podium/ Mic

_____ Ruston Room:

_____ Podium/Mic _____ Projector _____ Sound System
(screen not available)

_____ Prep Area: Front

_____ Prep Area: Back

Additional comments:

Signature of Renter or Group Responsible

Date

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