

# **CEDAR RAPIDS PUBLIC LIBRARY**

## **TERMS & CONDITIONS: LIBRARY RENTAL FOR EVENTS**

Users must abide by all policies of the library, including the Behavior, Unattended Children, and Meeting Room Policies of the Cedar Rapids Public Library.

Use of library meeting rooms must be for legal purposes. Examples of unacceptable purposes include, but are not limited to, the following:

- Viewing material that violates federal, state or local laws or regulations.
- It is against Iowa law to provide obscene material to minors, or to display obscene material where children may see it. Please be aware that the Cedar Rapids Public Library is a public place, and though intellectual freedom and privacy are protected to the best of our ability, staff and other patrons (including children) may be able to view what is on screens in meeting rooms. (Iowa Code 728.2).
- Illegal viewing, downloading, or streaming copyright protected materials. U.S. Copyright law requires that all videos displayed outside of the home, or at any place where people are gathered who are not family members, such as in a school, library, auditorium, classroom or meeting room must have public performance rights.
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment including use of sounds and visuals which might be disruptive to others.

Violations of these terms may result in a suspension of your meeting room privileges and or library privileges. Violation may also lead to financial or legal liability.

## **RESERVATIONS**

- Rentals begin and end at the time specified in the signed contract. Do not arrive prior to your scheduled time.
- Final cleanup must be completed before the end of your reservation time. All events should conclude 1-2 hours before the end of your reservation period to allow adequate cleanup by your party or a hired vendor.

## **BUILDINGS AND GROUNDS**

- The Library is a smoke-free facility. This includes both the building and outside areas. Designated smoking areas are beyond the public sidewalks.
- Fixed seating and/or other fixed structures cannot be moved.
- The Library will not store items prior to or following events. All personally owned or rented items, such as tables and decorations, must be removed at the end of the reservation period.
- Renter or designee is responsible to coordinate all contracted vendors and submit a completed form, Event Details & Vendor Services, to Library staff one month prior.

- Guests, furniture, fixtures and decorations are not allowed in the LivingLearning Roof's sedum.

### **ALCOHOL**

- Alcoholic beverages are allowed following Special Event Application approval by the Library Board of Trustees.
- Alcoholic beverages must be served by a licensed caterer or bar service.
- Alcohol may NOT be sold.
- No alcoholic beverages may be consumed outside of the reservation area.
- If alcoholic beverages are served, you are responsible for enforcement of all applicable laws, rules and regulations, including underage drinking.
- Alcoholic beverages may be on premise during your reservation time only.

### **DAMAGE & LIABILITY**

- The renter is responsible for following the Decoration Policy outlined in the contract.
- The renter shall be held solely responsible for any and all damages.
- Decisions regarding any and all behavior including, but not limited to, safety, noise level and potential damage to Library property, are at the discretion of Library staff.

### **EXTRA CHARGES**

- If you exceed the signed rental agreement period, you will be charged \$200.00 an hour, prorated to the nearest 15 minute increment.
- If additional cleaning by our staff is deemed necessary following your event, you will be billed at a rate of \$75 per hour with a one hour minimum fee.
- Any damages to the property will be charged fully, either at replacement or repair cost.