Bartholomew County Public Library
Policy for Use of Library Outdoor Facilities for Programs and Special Events

A. Bartholomew County Public Library may host an outdoor event that is created and sponsored by a business, a not-for-profit group, or a government agency.

B. The sponsoring organization(s) must show proof of having current liability insurance.
   1. Event insurance, if needed, is the responsibility of the sponsoring organization(s).

C. If a street closing is involved, the sponsoring organization(s) must make these arrangements and notify the Library when the request for a street closing is submitted to the City.

D. The sponsoring organization(s) pays for all set-up and clean-up costs.

E. The sponsoring organization(s) must provide any needed sound system, electrical cords, lighting, and other equipment or services.
   1. All costs for equipment and services must be paid by the sponsoring organization(s).

F. The sponsoring organization(s) is responsible for clean-up and the disposal of all trash.
   1. All trash must be removed from the library property at the time that the event ends.
   2. Recyclable items become the property of the sponsoring organization(s) and must be removed from the library property at the time that the event ends.

G. The event may occur during or after regular Library operating hours.
   1. If assistance is needed from any Library staff outside of regular operating hours, a fee to cover these hours must be negotiated prior to the event.
   2. If Library restrooms are to be used outside of regular operating hours, at least two library staff members must be present. The fee must be negotiated prior to the event.

H. The Library may provide chairs and/or tables for performers or vendors.
   1. Use of Library staff for this set-up and take-down outside of regular library hours will involve a fee to cover these hours and must be negotiated prior to the event.
   2. The Library will not provide chairs or tables for audience use.

I. Persons recruited by the sponsoring organization(s) may sell food or other items during the event.
   1. Wine, beer, alcohol, tobacco products, drugs, and any other controlled substances cannot be sold on Library/Visitors Center property.

J. Distribution of pamphlets, balloons, candy and any other items or food is limited to:
   1. Literature or items promoting the event.
   2. Items promoting programs of the sponsoring organization(s).

K. Restricted from the library property (including parking lots and Visitors Center building and grounds) are the following:
   1. Food sales by vendors not recruited by the sponsoring organization(s).
   2. Entertainment or exhibition not recruited by the sponsoring organization(s).
   3. Any advertisements, pamphlets, or solicitation not created by the sponsoring organization(s). These include but are not limited to materials representing: political parties and/or candidates; trade unions / collective bargaining groups; religious group or organizations; schools or school events other than those of the sponsoring organization(s); charities other than the sponsoring organization(s); not-for-profit entities, boards, businesses, or government agencies other than the sponsoring organization(s).

Board Policy: Hosting Outdoor Events March 2013