



# LOUDONVILLE PUBLIC LIBRARY

## PRIVATE EVENTS

### POLICY AND PROCEDURE

Organizations interested in holding a private event at any Loudonville Public Library facility must submit their request to the Library Director a minimum of two (2) weeks in advance of the next scheduled regular meeting of the Loudonville Public Library Board of Trustees.

Use of the Library requires the presence of Library staff at the event to monitor event activities at no cost to the Library. Library staff assigned to monitor the event should not be charged a fee to attend unless they are also, of their own free will, participants at the event in question. Staff monitoring an event are working and subject to the Library's Personnel Policies.

Private events can only occur during times the library is closed.

All terms of use will be arranged with the Director and documented in writing in a Private Event Agreement for review by the Board of Trustees.

Key terms of use to be described in the Private Event Agreement include:

- the date of use and both the start and end times;
- the nature of the event in question;
- the Library's staffing needs to properly support and oversee the event;
- facility use fees;
- the portions of the building to be utilized;
- any liability and insurance needs;
- general policy exemptions required by the event; and
- The Library's relationship to the event.

The Board must approve all Private Event Agreements. It is advisable to start the approval process as early as possible. The Board of Trustees will not schedule a special meeting for the purposes of approving a meeting request.

It is strongly suggested that a representative of the requesting organization plan to attend the Board Meeting at which their request will be reviewed to answer questions. The agenda for a Board Meeting can be confirmed the Monday before the Board Meeting.

Approved requests must be signed by an officer of the board, the Library Director, and a representative of the organization proposing the event who is empowered to sign contractual agreements for the organization.

Notices and advertisements about the meeting must not imply LPL sponsorship or endorsement of the group's purpose or activities unless a formal partnership is in place and is acknowledged in the Private Event Agreement. All notices and advertisements must be approved by the Library Director or an employee he appoints prior to posting or publication.

Any revisions to the Private Event Agreement must be approved by the Board unless the Agreement includes a provision that empowers the Director to negotiate or modify the agreement on that point.

All revisions must be made in writing and be appended to the original agreement.