

Olathe Parks and Recreation is pleased to make its facilities available for special events. The Event Space at the Indian Creek Library (the Library) operates to serve the community as a division of the City of Olathe, therefore there are restrictions placed upon its use. To help make your decision regarding the use of the Indian Creek Library Event Space, we ask that you study our policies carefully.

- The Library does not allow any activity or event which may result in damage or disturbance to the Library grounds or facilities, or which may interfere with public use during library operating hours.
- All activities or events at the Library must be consistent with the purposes of the library and appropriate for the facilities.
- All activities and entertainment must be approved in advance by the Library.
- All decisions regarding the use of the facilities are made with these principles in mind.
- The City of Olathe reserves the sole right to determine appropriate use and to interpret these guidelines.
- Because the Library is a public institution, we do not allow activities that charge admission for the personal profit of others.
- Library facilities may not be used for commercial promotions and any other function that may conflict with the interest or mission of the Library, or events which the Library is unable to serve appropriately or adequately.
- The Library is available for use by groups, organizations, and businesses when there are no conflicting library activities..

## PAYMENTS

A non-refundable deposit is due at time of booking. The deposit is twenty percent (20%) of the rental fee or one hour's room rental, whichever is greater. Fifty percent (50%) of the rental fee is due 120 days prior to the event date. The final rental fee and any additional fees are due at final payment. Failure to meet payment deadlines may result in forfeit of the reservation and any fees paid.

## DAMAGE/CLEANING DEPOSIT

- The damage deposit is due 14 - 30 day prior to the event date.
- The rental client will not be charged unless there are damages, policy violation or misconduct.
- If damage to the facility or its equipment should exceed the deposit, the deposit will be retained, and the Library staff will assess additional charges.
- Any additional charges will not exceed the cost of repair or the replacement of the damaged items.
- The client will be notified of any violations or damages by telephone, email, or mail.

Payments may be made by cash, credit card or check. Checks must be made payable to City of Olathe.

## **INCLUDED WITH RENTAL FEE**

- Use of the Library for the contracted time
- Room Setup (tables and chairs) by Library staff
- Use of the kitchen
- On-site staff member during contracted time

## **POLICIES AND PROCEDURES**

- Rental clients will be allowed to access the area rented during the contracted time only.
- Set up and clean up must be conducted during the contracted rental time.
- Additional hours or changes in rental hours must be made at least one week prior to the event date.
- Due to staff scheduling considerations; rental hours cannot be extended the day of your event.
- All rental clients must designate a contact person to communicate with Library staff during the event and to complete the Facility Exit Walk-Through form at the end of the event.
- The Library shall furnish light, heat, air-conditioning, and janitorial services incidental to ordinary building usage.
- Library staff and their representatives shall have the right to enter all rooms at any time during scheduled events.
- Library staff must approve all signs.
- Signs other than direction aids and even name will not be allowed outside the immediate rental area including but not limited to political, campaign, advertising and/or slogans, etc.
- Clients using amplified sound systems: If there is a complaint from neighboring residents or groups and the complainant determines the noise to be excessive, unreasonable, or unusually loud to the point where it would disturb, injure, or endanger the comfort of a reasonable person, the client will be required to make appropriate adjustments.
- Groups mainly composed of youth ages eighteen (18) and younger must be always supervised by an adult and may be subject to additional staff charges. No alcohol service will be allowed for these events.
- Smoking is prohibited in the building and within 10 feet of doors or windows.
- Restrooms are used by Library patrons during business hours.
- The Library reserves the right to book concurrent events in East and West Event Space and in the Library lobby.
- Gambling is prohibited.
- Animals, except for service animals, are not permitted in the Library unless part of an authorized program.
- Anyone violating the established rules and regulations, or constituting a public nuisance, will be instructed to leave the facility.
- The misuse of the Library and grounds will be sufficient reason for terminating the agreement with no refund

## **CATERING**

- The Library is an open catering facility.
- The client may use any caterer or bring in their own food.
- There is no caterer fee
- Any carving of meat must be done in the kitchen and must not be allowed to drip on the floor.
- Grills are not allowed on the sidewalks or patio
- The Library kitchen is not equipped or licensed for cooking for large groups.

## DECORATING

- The rental client is responsible for all decorating and other special preparations necessary for the event(as approved).
- Painters tape for delicate surfaces is allowed.
- All tape and adhesives must be removed by the client.
- No harsh adhesives, nails, staples, tacks, screws, etc. are allowed for use on, walls, windows, trim, furnishings, or equipment.
- Command strip adhesive may be used on wood, metal, or glass surfaces.
- Command strip adhesive is not allowed on painted, sheet rock walls.
- Candles are allowed if they are in an enclosure.
- The use of confetti in any form (paper, rice, metallic cut-outs, glitter, etc.) is prohibited.
- Client is responsible for bringing all items necessary for decorating.
- The Library does not provide china, flatware, kitchen supplies, linens, or decorations, etc.

## CLEAN-UP

- The client must clear all areas rented of trash, personal items, and food.
- Client must take all trash to the designated dumpster.
- The kitchen area and bar must be left in the condition in which it was prior to the event.
- The Library is not liable for any injuries due to misuse of the kitchen equipment or failure to follow kitchen rules.
- Client set up and clean-up must be planned for and accomplished within the contracted hours.

## VENDORS

- Prior to the event, the rental client must inform the rental coordinator of all vendors, equipment and special items that will be used.
- Some requests may be subject to approval.
- All vendors (bands, DJ's, photographers, rental companies, etc.) must depart by your contracted end time.
- The client will be charged for any additional time past the contracted departure time.
- Failure to vacate the facility at the contracted end time will result in additional billing at your contracted hourly rate.
- Client must inform all vendors of this policy.