
SPECIAL EVENTS POLICY

The Board of Trustees of the Roswell P. Flower Memorial Library approves all event usage of the Roswell P. Flower Memorial Library. The Trustees, or its designee, may determine the number of events to be operated simultaneously, and does not guarantee sole use of the Library. Library programs and events take precedence over external group events. Political campaigning, religious functions and wedding receptions are not permitted.

All events held at the Roswell P. Flower Memorial Library must be conducted in an orderly manner and in full compliance with applicable laws, regulations and Library rules.

A Special Event, as defined below, requires the Applicant to hire and coordinate all planning, preparation and execution of the function through the Event Coordinator. The Event Coordinator will be engaged by the Board of Trustees on an annual basis, initially on a request for proposal basis, to advise Applicants on the requirements, to ensure compliance, and to manage the event through completion. The Event Coordinator will also serve as a liaison between the Library Director and Applicant. The Applicant must hire and pay the Event Coordinator for these services, in addition to the facility charge. Once selected by the Board, the Event Coordinator's fees will be listed on the Library web-site. The event coordinator must be familiar with the attached "City of Watertown Alcohol Sales Policy City-Owned Property" and the "Issues to Consider When Reviewing Alcohol Permit Applications," and the NYS Liquor Authority Special Event Permit application."

Sale, marketing of goods, gaming: The sale or marketing of goods or services by private, corporate, or for profit entities is not permitted. The Library does not allow any variety of gambling, gaming, bingo, casinos, or wagering of any kind as an element of an event.

Definition of a Special Event: An event at which: alcoholic beverages will be served; or requires use of more than one room in the library; or requires use of the Rotunda.

Application/Agreement Form: The Applicant must contact the Event Coordinator and complete the Special Event Application/Agreement Form. The Applicant will present their request to the Board of Trustees 6 weeks prior to the proposed date of the event. When the event is approved by the board, the event will be scheduled in the Library's calendar and with the Event Coordinator.

Provision of Insurance: The Applicant is responsible for the conduct of invitees, attendees and vendors in the Library. The Applicant must provide proof of insurance naming the City of Watertown and Roswell P. Flower Memorial Library as additional insureds with general liability coverage of \$1,000,000. Proof of insurance must be provided no later than two weeks prior to event. Non-compliance shall result in immediate cancellation of the Agreement.

Security Guard: The Library requires the presence of a Security Guard at all times. The cost for this is in addition to the User Fee and Security Deposit and will depend on how many hours the event lasts.

Event Set-Up: Time of event set-up must be approved by the Event Coordinator and begins your event time. The Applicant is responsible for set-up and breakdown of all rented equipment. Any and all equipment, food, flowers, etc. must be removed from the building immediately following the event. The Library is not responsible or liable for any equipment left at the facility, or its disposal, after the end of the event.

Deliveries: The Event Coordinator must be notified in writing, including date and time of deliveries, two weeks in advance of all deliveries to the Library, such as, equipment, food, flowers, etc. The Library has a flat-bed dolly for use, but Applicant must coordinate such use and use of a loading/unloading area with the Event Coordinator. This

must be pre-arranged with proper notice or will not be available to the Applicant. The caterer is responsible for providing all other carts needed to move equipment to and from the event site.

Caterer: The Library does not have a kitchen or sinks available for Special Events. The Applicant is responsible for selection and use of a caterer. The Applicant is responsible for ensuring the proposed caterer submits proof of catering license and, if necessary, a liquor license. The caterer is responsible for any necessary extension cords and cables. The Caterer and Applicant shall be responsible for set-up and breakdown of all non-Library equipment on the date of event. The responsibility for returning the library area to its original condition rests with the Applicant. Neither the Applicant nor its Caterer shall leave equipment, linen or cleaning to a later date, nor shall any equipment, linens, flowers, food, or other items brought for the event be left for pick-up on another day after the event, and everything must be removed at the end of the event. The caterer must remove all trash and garbage from the Library the evening of the event. The Library is not responsible, or liable, for any loss, damage, or disposal of any above mentioned items. Failure to clean-up or loss or damage to the Library may result in a forfeiture of the security deposit. The caterer must be present to accept any deliveries that the Applicant has arranged.

Decorations: All decorations must be freestanding and nothing can be attached to any walls or doors and must be approved by an Event Coordinator. The following are prohibited: candles, balloons, stickers, bubbles, fog and smoke machines.

Storage: Other than pre-arranged use of the Community Room through the Event Coordinator, the Library does not provide storage facilities. The Library shall not be liable for any loss, damage, or disposal to any stored property.

Printed Material: Through the Event Coordinator, the Library Director must approve invitations, printed material, and any information to be posted on the Internet related to an event prior to being printed or distributed by the Applicant. Adequate time should be allowed for this approval process.

Coat Check: The Library does provide coat racks.

Bars: All bars must close thirty (30) minutes **prior** to the end of the event. Cash bars, the sales of drink tickets, and self-service bars are strictly prohibited.

Event Hours: All events must end at the scheduled time, and, in no event, no later than 10:00 p.m. The Library must be cleaned up by 11:00 p.m. with no exceptions. The security deposit will be forfeited if the Applicant does not comply.

Damage to Equipment and/or Facility: The Caterer and Applicant are liable for any damage to the Library. The Library shall notify the Caterer or Applicant in writing of all damages/cleaning considerations attributable to the event. Costs for repair, replacement and/or cleaning will be provided at that time.

Smoking: The Roswell P. Flower Memorial Library is a smoke-free building, including the entrance, loading dock and surrounding sidewalks. It is the responsibility of the Applicant to enforce the No Smoking policy.

User Fee: Each Applicant must make a non-refundable fee payable to “Flower Library” two weeks prior to the scheduled event:

3 hours - \$300.00 (from set-up to end, not including clean-up)

3 – 6 hours - \$600.00 (from set-up to end, not including clean-up)

If the fee and deposit are not paid two weeks in advance the event will be cancelled.

Deposit: At the time the user fee is paid, each Applicant must make a security deposit of \$500. The deposit will be paid by a check payable to “Flower Library”, which will be held by the Event Coordinator. The check will be returned to the Applicant after satisfactory, timely clean-up.

Adopted by the Roswell P. Flower Memorial Library Board of Trustees September 11th, 2018