



PETERSBURG LIBRARY FOUNDATION

CONFERENCE AND EVENT CENTER

Policy & Procedures

1.0 Purpose and Need

- A. The Library Conference and Event Center may be booked by customers to support the quality of life of the community. The provision of this meeting space supports the mission of the Petersburg Public Library in its roles as a community center, the Library as a place, and providing access to information. Center use is designated for events that are educational, civic, and cultural in nature.
- B. The Petersburg Library Foundation reaffirms Article 6 of the American Library Association's "Library Bill of Rights":
Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

2.0 General Guidelines

- A. The Conference and Event Center is used primarily for library programming, Library-sponsored events, Library staff training, and City sponsored events. First priority in the use of Center will be given for these purposes.
- B. The Center is available on a first-come, first-reserved basis.
- C. The Library Foundation reserves the right to place additional limitations on the use of the Center due to varying demands.
- D. The Library Conference and Event Center can be used for parties including but not limited to birthday parties, showers, weddings, funerals, or family reunions.
- E. The Center may not be used for the sale of goods or services. Exceptions may be made by The Petersburg Library Foundation. Non-profit membership-based groups may collect organizational dues in meeting rooms.
- F. An Event Center Application with original signatures must be received prior to use of the Center. A new, or updated, Application must be submitted with each new reservation.

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3.0 Room Capacity

A. Meeting space capacities are as follows:

Location	Room/Seating Capacity
Library Conference and Event Center	Auditorium style - 300 seats
	Banquet style - 200 seats
Multipurpose Room	Auditorium styles - 50 seats
Conference Room	Meeting room - 14 seats

B. Government Training and Official Business. Federal, state, and local government agencies may schedule the Center for conducting official business. There is no fee for government-sponsored programs or trainings.

C. Educational Programs. Educational institutions at all levels, both public and private, may schedule the Center for the presentation of information programs or classes. There is no fee for government-funded educational institutions. Private or for-profit educational institutions will be charged the applicable fees.

4.0 Reservations/Availability

A. Reservations are made via the Library's online reservation system, accessible at <https://ppls.evanced.info/spaces>. Requests for payment and confirmations are also sent through the on-line system.

B. Recurring reservation bookings can be made in up to six-month blocks.

C. Access to the Center will not be allowed before or after library operating hours unless special approval is granted in advance. Any event held in the Center must end thirty minutes prior to closing time unless approval is granted in advance.

D. The Center is available for a minimum of 2 hours and a maximum of a full day, at increments of 1 hour. Time blocks of 15 or 45 minutes are not accepted.

5.0 Payment

A. A 50% deposit is due within 10 business days after approval of application. Balance is due thirty (30) days prior to the event. Non-payment will result in cancellation.

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To receive a refund, 48 hours advance cancellation notice of the event is required. NOTE: Only 50% of the deposit will be refunded. Refunds of payments made by credit card will be processed immediately to the same card used for original payment; if original card is not available, then refund will be by check. If original payment was made by cash or check, refund will be in the form of a check, mailed within 45 days of the cancellation request and receipt of a signed Customer Refund Form.

- B. Full refunds will be made in the event the Library is closed by the City. Every effort will be made to contact the group/individual as soon as the closing is determined.
- C. The Library Foundation retains the right to cancel a reservation and will make every effort to accommodate the group/individual.
- D. Returned checks will result in a \$35 fee and cancellation of booking. Remaining/future payments to the Petersburg Library Foundation must be paid by cash, credit/debit card, or money order for one year.

6.0 Food and Drink

- A. Food and/or beverages may be served in Conference and Event Center.
- B. Alcoholic beverages are permitted only when the Library is closed and only with the written approval of the Petersburg Library Foundation or the designee. A Virginia Alcoholic Beverage Control Special Event license is always required.

7.0 Equipment

- A. Presentation equipment must be requested prior to the program date. An additional cost for use of the equipment may be required. Groups are responsible for equipment usage and for any damages. If staff is required to assist with presentation equipment in the Center, there will be additional charges.
- B. Wireless internet access is available in all Petersburg Public Library locations, but connection is not guaranteed.
- C. Groups bringing a laptop to connect to the Center's audio-visual equipment will be charged a fee for connecting the equipment and for operation of their laptop. Customers are not permitted to connect their own equipment to the projector at the Center.
- D. The Center's auditorium projection and sound equipment are operated solely by authorized staff.

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7.1 Insurance

- A. Special event liability insurance is required for applicant and any caterers. Established catering services may use their license and insurance. The insurance must, at the applicant's sole expense, provide and maintain public liability and personal property damage insurance, insuring the Petersburg Library Foundation, its employees, contractors, and contracted vendors against all bodily injury, property damage, personal injury, and other loss arising out of the applicant's use and occupancy of the Center, or any other occupant on the premises, including appurtenances to the Center and sidewalks. The insurance required hereunder shall have a per occurrence limit of liability of not less than \$1 million, and general aggregate liability of not less than \$2 million. The Petersburg Library Foundation, Inc. & PPL Development Co., Inc. shall be named as an Additional Insured of said policy. If alcohol is to be served, the policy must include Liquor Liability coverage, with a per occurrence limit of not less than \$1 million, and any required permits must be obtained, and proof thereof submitted 24 hours prior to the event. A Certificate of Insurance must be supplied at least two weeks prior to the event.

- B. Any caterers and/or outside vendors, companies, and/or institutions must provide a copy of their Certificate of Insurance and catering license to the Petersburg Library Foundation naming the Petersburg Library Foundation, Inc. & PPL Development Co., Inc. as additional insured and proof of such insurance must be delivered to the Petersburg Library Foundation at least two weeks prior to the event.

7.2 Security

- A. Security, as approved by the Petersburg Police Department or the contracted security company, is required for events held in the Library Conference and Event Center.

- B. Security will be at the applicant's expense.

Agreed to:

_____ Applicant

_____ Date

Center Terms and Conditions of Use

1. The person reserving the meeting space must be 21 years or older and must be an authorized agent of the organization or group. There must always be at least one adult 21 years of age or older in the room.
2. The Library's Acceptable Behavior Policy must be observed by all attendees. Meeting noise/voice levels must not disturb other Library customers.
3. Groups may not collect money for merchandise, tickets, admission, tuition, or fundraising during reserved Center time unless approved by the Petersburg Library Foundation. Non-profit membership-based groups may collect organizational dues in Center.
4. Use of Event Center does not imply Library endorsement of the group or information being presented. Any publicity, including brochures, flyers, radio and television announcements, newspaper ads, etc. must carry the name and contact information of the individual or organization sponsoring the event. The Library must not be identified or implied as a sponsor. The Library telephone number may not appear on the publicity. Groups must not use the Library or Library Foundation logos, use the Library as a mailing address, nor include the Library in marketing materials except as the location of the event.
5. Groups/individuals must include setup and cleanup time when making reservations. No extra time is given for this; it must be within the reserved time.
6. No smoking, open flame of any kind (unless in approved containers), smoke, fog or fire hazards are permitted. Fire exits must remain clear at all times. NO SMOKING shall meet Virginia Fire Code standards and requirements.
7. Dancing or other activities that involve pounding or stomping on the stage floor, or wearing tap shoes or boots, are prohibited.
8. Groups or individuals that have reserved the Center must not display signage, tents, merchandise, or furnishings outside of the Center or outside the building, unless given written permission. Tape or adhesives are not to be used on the floor, seats, walls, or painted surfaces in or outside the Center.
9. A \$150 cleaning fee will be assessed to groups/individuals using the room if the Center requires more than routine cleaning due to improper disposal of food or trash, un-emptied coffee pots, or other improper use or lack of cleaning.
10. Repair or replacement cost due to damage to the facilities, furnishings, and/or equipment will be billed to the organization or individual. The Petersburg Library Foundation is the sole determiner of who performs repairs on the property.

11. The Library cannot guarantee privacy for any meeting. Staff reserve the right to enter the Center at any time. The kitchen in the Center is for the sole use of the applicant using the Center.
12. For groups including children, the Library endorses the staff-to-children ratio requirements as defined by the Virginia Department of Social Services, Division of Licensing/Children's Programs, and it is expected that the group will follow these requirements.
13. No material can be stored in advance for groups using the Center. Group members are responsible for their own belongings.
14. Total number of people in the room cannot exceed posted occupancy loads as per the fire code. The applicant is responsible for ensuring that the occupancy loads are maintained.
15. The Library is not responsible for taking registration for non-Library events.
16. The Petersburg Library Foundation reserves the right to revoke the privileges if the policies and facility rental agreement are not followed.

CENTER USE COSTS

(1) Use of the Center (Auditorium Style)	\$800.00 (4 hours) \$1200 (8 hours)
(2) Use of the Center (Banquet Style)	Auditorium Cost + \$400.00 (cost to set up and reset room to auditorium style)
(3) Use of Audiovisual Equipment	(1) or (2) + costs: 1 microphone - Free 2 microphones - \$50.00 Laptop, Screen & Projector - \$100.00 Podium - Free Additional Lighting Controls - \$125.00
(4) Use of Kitchen	Free
(5) Use of tables	\$8.00 per table (rectangular or round)
(6) Cleaning fee	\$150.00