

St. Joseph County Public Library Special Event Guidelines

By reserving a meeting room for a special event, the user agrees to the St. Joseph County Public Library's [Meeting Room Policy](#) and to these Special Event Guidelines. Requests must be made by individuals who are 18 years of age or older and are in good standing with the Library. The user should follow current Library health and safety guidelines, including those relating to pandemic regulations. All meeting rooms are ADA compliant. For accommodations or inquiries about accessibility, please contact the Venues & Events Coordinator at 574-235-4494 or d.zigler@sjcpl.org.

Special events are defined as those with over 50 people in attendance or occurring after regular business hours or serving alcohol.

Permission to use a Library space for a special event does not constitute or imply the Library's endorsement of the user's policies or beliefs.

RESERVATION AND RENTAL FEE

All requests must be made a minimum of 60 days in advance of the special event date. Requests may be made a maximum of 365 days in advance. A 50% deposit and a signed Rental Agreement Form is required to secure the reservation date. The Library does not honor a date hold system.

Acceptable forms of payment include: Check, money order, credit card, or debit card. A charge back fee will be assessed to the user if a credit card is used.

All applicable fees must be paid 45 days in advance of the meeting or event. If the balance is not paid by this deadline, the reservation will be cancelled.

The Library fee structure for Special Events is as follows:

Main Library	Monday - Thursday	Friday - Sunday
Ballroom	\$500	\$1,000
Ballroom A	\$400	\$750
Ballroom B	\$100	\$250
Leighton	\$250	\$500

Auditorium		
Classrooms A-F	\$150	\$250
Beutter-Kernan Hall	\$250	\$500
Richard Pfeil Family Courtyard	\$500	\$1,000
Auditorium Lobby	\$150	\$250

CONTACT INFO

Renter must send all deposit and rental fees, this signed rental agreement, and any related correspondence to:

Denise Zigler
 Venues & Events Coordinator
 St. Joseph County Public Library
 PO Box 1440
 South Bend, IN 46624-1440
 574-235-4494
 d.zigler@sjcpl.org

HOURS

Basic fees for events are for periods of four (4) hours or less. An hourly surcharge equal to 25% of the fee is added for each hour or fraction thereof in excess of (4) hours.

Events must end by 10:00 p.m., unless otherwise approved. If an extension of the contracted event time is required it must be submitted in writing and arrangements must be made no less than two weeks prior to the event date and the additional fee must be paid at that time.

SET-UP

Set-up time for the event will be determined by the Library's Venues & Events Coordinator.

Public spaces will remain open to the public until the Library closes.

The event and setup for the event may not interfere with daily Library operations. The rooms in the Community Learning Center and the Courtyard are available for setup during Library hours, as coordinated with the Venues and Events Coordinator.

The Venues and Events Coordinator may approve limited setup in public spaces during Library operating hours.

CANCELLATION

A cancellation fee is applied if the user fails to provide advance notice of the cancellation, or fails to show up on the reserved date.

For all cancellations made:

- At least 30 days in advance of the event – 50% of all fees are refundable.
- 15-29 days in advance of the event – 25% of all fees are refundable.
- Less than 15 days in advance of the event – all fees are forfeited.

Notice of cancellation must be received by the Library's Venues & Events Coordinator in writing.

No refund will be made if the event is cancelled by the Library due to noncompliance with Library rules and regulations.

INSURANCE REQUIREMENTS

For events over 50 people, occurring after regular business hours or serving alcohol, user or user's caterer for event at which alcohol is served, shall procure and maintain in force at the time of the Event(s), without expense to the Library, a public liability insurance policy, covering bodily injury, including death, and property damage, with limits not less than Three Hundred Thousand Dollars (\$300,000) per occurrence and One Million Dollars (\$1,000,000) in the aggregate. When alcoholic beverages are being served, the user's caterer's Certificate of Insurance must specifically state that it covers liability for alcoholic beverages.

Insurance shall be provided by a carrier with an A+ or better rating and be licensed in Indiana. The user shall provide the Library a Certificate of Insurance or Insurance binder evidencing insurance coverage for the event 30 days prior to the event date and name the St Joseph County Public Library as additional insured. Failure to timely provide Certificate of Insurance or insurance binder meeting these requirements shall be grounds for the Library to terminate the Agreement and result in forfeiture by the user of the rental fees paid.

For users using the event space regularly, the Certificate of Insurance can be provided on an annual basis.

We reserve the right to request insurance coverage for any group or event.

LIBRARY FURNITURE OR EQUIPMENT

The Library agrees to provide the following for events as needed:

- Limited tables and chairs upon availability– sizes, shapes and quantities depend on the location
- Limited audio/visual equipment
- Back of house space within proximity to the event space for culinary staging and breakdown for catered events only

Requests for furniture and equipment must be made at the time the room is reserved. The user is responsible for any damages to furniture and equipment required for the event.

Library exhibits, furniture, or equipment may not be moved or rearranged without prior written approval and the assistance of Library staff.

Library-owned audiovisual equipment is available on a first-come basis to renters of the meeting spaces. Additional equipment needed must be provided by a licensed vendor. The Library event coordinator can provide a list of local vendors. Personal devices are permitted and can be attached to the Library audiovisual equipment for presentation purposes. The Library reserves the right to determine whether the Contractor has the minimum qualifications to conduct the audiovisual services needed,

USER / EVENT PLANNER / CATERER RESPONSIBILITIES

Licenses

The user is responsible for all licenses (catering, liquor, food safety, liquor handling, etc.) as required by the City of South Bend, St. Joseph County, and the State of Indiana.

The user must use a caterer from the provided preferred catering list. User must use a caterer if alcohol is served at the event.

Damages

The user is liable for any willful, intentional, negligent or accidental damage to the Library building, grounds, collections or equipment or injury to others caused by any and all subcontractors working the event.

Setup & Breakdown

The caterer (or event planner procured by and acting as an agent of the user) shall be responsible for set-up and breakdown of all non-Library equipment. The responsibility for returning the back of house area to its original condition also rests with the caterer.

The caterer shall not leave cleaning for a later date, nor shall any equipment, linens, flowers, food, or other items brought for the event be left for pick-up on a later date, unless pre-approved. All breakdown, cleaning and removal of equipment or items must be done within 1 hour of the end of the event. The caterer must remove all trash and garbage from the

event area no later than the evening of the event. The Library is not responsible or liable for any loss, damage or disposal of, but not limited to, any of the above mentioned items.

All preparations for the event must be performed within the set-up time. If additional time is required, arrangements must be made two weeks prior to the event and may incur additional charges. St. Joseph County Public Library reserves the right to deny requests for additional time if such requests are in conflict with other activities within the Library.

Kitchen Equipment

The caterer may, with prior permission, use their own additional kitchen equipment (i.e. warming ovens, electric ovens) provided the Library's facilities are compatible with said equipment and use is approved by the Venues & Events Coordinator. The use of propane, butane, or any type of gas canisters or cooking stoves is not permitted in any part of the Library.

Deliveries

The caterer must be present to accept deliveries that the user has arranged, including but not limited to donated or privately purchased alcohol or other beverages. The caterer is required to provide all necessary personnel as needed for the event and all staff working the event should have proper identification. If alcohol is served at the event, the caterer must use licensed bartenders.

Parking

The Library has 70 spaces available after hours. Several parking garages are conveniently located near the Library as well as street parking. The user/event planner is responsible for making any valet parking arrangements and must provide the Venues & Events Coordinator details of such arrangements.

ALCOHOLIC BEVERAGES

The Library permits alcoholic beverages to be served at an event only when the user renting the space uses a caterer who complies with Indiana law as well as with all of the rules and regulations of the Indiana Alcohol and Tobacco Commission. The caterer must use licensed bartenders.

All alcohol must be dispensed by licensed bartenders at an attended bar. Bars must be attended at all times once stocked.

All guests must be 21 years of age to be served alcohol. Bartenders will verify age by checking identification.

The event must be a private event, not open to the public. Guests may attend the event by non-transferable invitation only.

The Library does not provide set-ups (glasses, mixers, ice, etc.). Bars must be set up in well-lit areas.

FOOD AND BEVERAGES

The Library assumes no responsibility or liability for food or alcohol served and/or consumed on the premises.

The Library requests assistance and cooperation in not serving food and beverage items where there is a possibility of staining Library floor materials. The Library reserves the right to review food selections prior to an event. [View our approved caterers list.](#)

The Library does not provide water service for special events.

Clients may use a licensed bakery, not on the pre-qualified catering list for the provision of special event cakes and cupcakes.

CLEAN UP

If there are repair or cleaning costs beyond normal wear and tear, the user will be billed for the additional costs.

The user/caterer/event planner may not leave any food or beverages on the premises after the event.

SERVICE ITEMS

The user/caterer/event planner must provide all linens, tableware, serving utensils, water carafes, glasses and other beverage and food service items. The Library does not provide these items.

FILMING/ PHOTOGRAPHY

The user may arrange for photographers and news media during their event.

Filming and photography are restricted to the area reserved for the event and may not take place in other areas of the Library. Library staff may terminate any photo session that appears to compromise public safety or security. The Library reserves the right to take photographs of events for its own records and usage. Attendance at said events is permission for such usage.

EVENT PUBLICITY

Publicity material, invitations, flyers, and press releases may not list the Library as a co-sponsor of an event unless the event has been officially approved and designated by the Library or its agents as library co-sponsored.

The location of the event should be indicated by the address of the Community Learning Center (305 S. Michigan St. South Bend, IN 46601). The user's printed materials may include a line stating "at the St. Joseph County Public Library / SJCPL Community Learning Center."

Library phone numbers may not be listed for information on the event. The Library requires that all electronic and/or print publicity include a contact phone number for the user.

ENTERTAINMENT/ MUSIC

Entertainment and music are allowed. During regular Library hours, entertainment/music cannot disrupt Library services.

The user/event planner is responsible for ensuring that the entertainment/disc jockey is aware of the end time and any limitations to electrical power available in the space used for the event.

The band or disc jockey must provide all necessary equipment such as extension cords and cables, and all extension cords and cables must be taped down with non-residue tape as approved by the Venues & Events Coordinator. The use of duct tape is not permitted.

Details regarding entertainment and music must be submitted to the Venues & Events Coordinator as part of the overall event itinerary 30 days prior to the event.

DELIVERIES

The Venues & Events Coordinator must be notified two weeks in advance in writing, indicating who and when deliveries of food, equipment, etc. are to be made.

All deliveries must occur on the event date during scheduled event load-in/load-out times. The Library reserves the right to refuse access to a vendor if they arrive during a non-scheduled time.

The caterer is responsible for providing all carts needed to move equipment to and from the event site, as well as providing protective covering as appropriate.

The Library does not provide storage facilities. All items used for the event must be removed immediately after the event. Neither the St. Joseph County Public Library nor its agents shall be liable for any loss, damage to or disposal of such property.

CITY FIRE CODE REGULATIONS & PERMITS

The user shall obtain all police/local law enforcement, fire marshal, food service and/or other city, state or federal permits required for user's use and occupancy of the facilities.

The city fire code places limits on occupancy and equipment setup. Maximum occupancy of each space can be verified with the Venues & Events Coordinator.

Occupancy compliance is the sole responsibility of the user/caterer/event planner.

The Library reserves the right to control or prevent admittance to an event if room is at capacity.

ASCAP/BMI

For a public, ticketed, commercial performance Lessee is responsible for paying music rights fees to ASCAP/BMI/SESAC if applicable. Lessee shall defend, indemnify, and hold harmless Lessor for any and all claims, fees, expenses, costs, or damages including reasonable attorney's fees and courts costs, suffered or incurred by such parties in connection with any breach of this paragraph.

SECURITY

In general, no extra public safety staffing is needed for events held during Library opening hours. A Library public safety officer must remain on duty until all of guests, employees and agents (i.e., caterer, band, etc.) have left the premises.

The Library may require additional private security based on the unique circumstances surrounding an event. In addition, the Library has certain fire evacuation requirements which may entail the hiring of extra security. In both of these instances, expenses incurred are the user's responsibility.

When private security guards are necessary for a meeting or an event, the Library requires a minimum of two weeks' notice to the Venues & Events Coordinator.

PHYSICAL ARRANGEMENT OF SPACE

The user/caterer/event planner may recommend the physical set-up for the event. All recommendations must be submitted in writing to the Venues & Events Coordinator no less than two weeks prior to the event. No changes may be made less than seven days prior to the event without the consent of the Venues & Events Coordinator.

The Library reserves the right to alter such recommendations as it deems fit or as needed to meet building, fire, and electrical code regulations.

The user/caterer/event planner will arrange for any needed furniture not provided by the Library. The user/caterer/event planner is responsible for the setup and breakdown of all rented equipment.

The Library is not responsible or liable for any equipment left at the facility, or its disposal, after the day of the event. Any cost associated with the removal of equipment will be billed to the user.

Library staff will set up and break down all Library-owned equipment.

Lighting variations are limited. Please discuss lighting options with the Venue & Events Coordinator no less than two weeks prior to the event.

DISPLAYS AND DECORATIONS

All displays and/or decorations proposed by the user should be submitted to the Venue & Events Coordinator prior to the event for approval.

All preparations for the event must be performed within the set-up time. If additional time is required, arrangements must be made two weeks prior to the event and may incur additional charges. The Library reserves the right to deny requests for additional time if such requests are in conflict with other activities within the Library.

HANGING MATERIALS

All decorations must be freestanding and nothing may be affixed or mounted in any way to the walls, windows or doors except where tackable wall surfaces or hanging appliances are provided.

No banners, signs or other materials related to the event may be displayed inside or outside the Library without prior approval from the Venue & Events Coordinator. Such material may not be displayed in public access areas when the Library is open to the public.

PROHIBITED MATERIALS

Decorations, including but not limited to, stickers, candles, bubbles, fog and smoke machines are not permitted in the Library. Exposed flames are not permitted in the Library, except those used by caterers. The use of sparklers, or materials such as confetti, glitter, rice, bird seed, silly string and the like, are prohibited.

PROHIBITED ACTIVITIES

All events held in Library facilities must be conducted in full compliance with all applicable Library rules, and laws and regulations of the city of South Bend, St. Joseph County, and the

State of Indiana. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is disruptive to Library services, abusive or dangerous to individuals, the building, library materials, exhibits, or furnishings in the building. The Library reserves the right to accept or deny usage of facilities at any time, in accordance with these terms and conditions.

Library spaces may not be used for political fundraising or religious services (e.g. weekly services). Topical political discussions as well as one-time ceremonies (e.g. weddings, anniversaries, birthday parties), celebrations and text studies are welcome.

Sales or promotional activities are not allowed unless prior approval is given by the Library.

Gambling, gaming, casinos or wagering of any kind as an element of an event is not permitted, except by a qualified nonprofit organization registered with and licensed by the Indiana Department of Revenue and the Indiana Gaming Commission.

The Library, including the courtyard, is a smoke-free campus. Smoking (including use of e-cigarettes or similar devices) is not allowed on any part of the Library premises at any time.

DAMAGES AND LIABILITY

The user/caterer/event planner shall be liable for all damages, expense and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organization's or individual's use of the facility and all tangible property. Replacement value may be used by the Library to determine the charge for damages. The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by the user/caterer/event planner using its event space, neither before, during, nor after the event, or at any time.

Any individual, group or organization shall indemnify and hold harmless the St. Joseph County Public Library and its officers, directors, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.

Any matters not herein expressly provided for shall be decided at the discretion of the Venues & Events Coordinator, Director of Development, and Library administration.