

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 [Reservable Spaces Policy](#) and to these Special Event Guidelines.

Special events are defined as those occurring before or after regular business hours, serving alcohol, or utilizing external vendors, such as a florist or rental company. Caterers are excluded from consideration as external vendors.

RESERVATION

All requests must be made a minimum of 14 days in advance of the special event date. Requests may be made a maximum of 365 days in advance. A 50% deposit of the total event price and a signed Rental Agreement Form is required to secure the reservation date. The deposit is nonrefundable unless the Library is forced to cancel.

FEES / PAYMENT

Acceptable forms of payment include check, money order, credit card, or debit card. A 4% credit card use fee will be added to all credit card charges. A 7% sales tax will be added unless proof of non-profit status is provided. The balance of your space rental fee is due 14 days in advance of the event. Invoices will be sent via email 30 days in advance of the event. If the balance is not paid by this deadline, the reservation will be canceled.

The rental fee structure for businesses and individuals holding private events are found in Table A. The fee structure for non-profit organizations and community groups are found in Table B. The fee for other services are found in Table C.

TABLE A

SPACE	MON - THURS	FRI - SUN	HOLIDAY*
Ballroom	\$750	\$1,500	\$2,000
Ballroom A	\$500	\$850	\$1,500
Ballroom B	\$150	\$350	\$500
Leighton Auditorium	\$350	\$750	\$1,000
Classrooms A-F	\$150	\$250	\$500
Beutter-Kernan Hall	\$350	\$750	\$1,000

Richard Pfeil Family Courtyard	\$500	\$1,000	\$2,000
Auditorium Lobby	\$150	\$250	\$500

*Holidays when the library is closed.

TABLE B

SPACE	MON - SUN	HOLIDAY*
Ballroom	\$500	\$2,000
Ballroom A	\$400	\$1,500
Ballroom B	\$100	\$500
Leighton Auditorium	\$350	\$1,000
Classrooms A-F	\$150	\$500
Beutter-Kernan Hall	\$350	\$750
Richard Pfeil Family Courtyard	\$500	\$1,000
Auditorium Lobby	\$150	\$500

*Holidays when the library is closed.

TABLE C

Security	\$30/hour
Cleaning	\$50 minimum
Additional Setup/Teardown	\$30/hour

CANCELLATION

The user will not be refunded their reservation deposit if the user cancels the event. The cancellation notice must be provided in writing. If the cancellation is made less than 14 days in advance of the event, all fees are forfeited. No refund will be made if the event is canceled by the Library due to noncompliance with Library rules and regulations.

HOURS

The standard access period for events is from 9 a.m. to 11 p.m. on the event date. Requests for an extension of this period should be made no less than 14 days in advance of the event date. Extensions in the hours may be subject to additional fees.

SETUP AND BREAKDOWN

The user is responsible for setup and breakdown of all non-Library equipment and items. All property belonging to the user, guests, and vendors must be delivered, set-up, and removed during the access period of the event. An additional hourly rate will be charged for early set-up or, when events extend over 30 minutes beyond the scheduled ending time.

The Library provides limited table, chairs, audio-visual equipment, and other accessories (coat racks, pipe and drape, etc). Requests for these items should be made at the time of the reservation. Set-up instructions for tables and chairs, and requested items must be finalized at least 14 days prior to the event.

VENDORS

The user is allowed to use external vendors for equipment, furniture, decor, and entertainment. The user must use the Library's contracted rental vendor for the rental of additional tables, chairs and a dance floor.

FOOD AND BEVERAGES

For all food and alcohol service, the user must select a caterer from the Library's [approved caterer list](#). For cakes and other bakery items, the user may use a licensed bakery not on the approved caterer list. The user and event guests are not permitted to bring their own food and alcoholic beverages into the facility. The user must comply with all applicable local, state, and federal ordinances, statutes, laws, and regulations.

If none of the approved caterers are available on a given date, users may select an outside caterer with pre-approval from the Library. The caterer must provide the Library with liability insurance. The user is responsible for verifying the caterer has 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 Library does not provide water service, catering equipment or utensils, dishware, etc. Use of special equipment must be approved by the Library. The use of propane, butane, or any type of gas canisters or cooking stoves is not permitted in any part of the Library.

AUDIO-VISUAL

The Library has limited audio-visual equipment. Additional equipment needed must be provided by a licensed vendor. The Library reserves the right to determine whether the User has the minimum qualifications to conduct the audiovisual services needed.

DECORATIONS

The Library will make every effort to allow the user to prepare decorations reflecting their creative requirement. No nails, screws, staples or penetrating items should be used on any surfaces. Only low tack tape (i.e. painter's tape) is allowed on floors and walls.

CELEBRATION ITEMS

Glitter, confetti, birdseed, rice, silly string, sparklers, and fog/smoke machines are not permitted. Candles and any other exposed flames are not permitted in the Library, except those used by caterers.

SIGNAGE

Signs may be posted at the room entrance of the reserved space. Signs may not be posted in other internal and external areas of the Community Learning Center. This includes but is not limited to entrances/doors, foyer/lobby, and hallways. Signs may be free-standing or affixed to walls with low tack tape (i.e. painter's tape). The Library does not promote or advertise external meetings or events through Library channels, including the digital signage in the CLC.

PARKING

The Main Library is unable to guarantee parking for event attendees. The Library has 70 spaces available after hours. Several parking garages are located near the Library as well as street parking. The user is responsible for making any valet parking arrangements and must provide the Library with details of such arrangements.

FILMING/ PHOTOGRAPHY

Filming and photography are restricted to the area reserved for the event and may not take place in other areas of the Library, unless pre-approved. 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.

ENTERTAINMENT/ MUSIC

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

SECURITY

The Library maintains a contract with a private security firm that can be used for special events. For events serving alcohol, the user must hire this private security firm and expenses incurred are the user's responsibility. The Library will arrange the security and invoice the User. Payment must be made at least 14 days prior to the event date.

INSURANCE

The user is required to provide a "Certificate of Liability Event Insurance" and a "Certificate of Liquor Liability," (if applicable) no later than 14 days prior to the event. The insurance must have a single limit liability of no less than \$1 million, and general aggregate liability of no less than \$2 million. The Certificate must name, "The St. Joseph County Public Library" as additional

insured in the amount of \$1,000,000. Any outside vendors or companies used must provide a copy of their Certificate to the Library at least 14 days prior to the event.