



**Ryals Grand Event Space User Agreement**

**EVENT CONTACT:**

Name of Adult Making the Room Reservation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Photo ID or Driver's License Number (copy required): \_\_\_\_\_

Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_ Private Party? YES NO

Date of Event: \_\_\_\_\_ Start & End Time (include setup & take-down): \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ Clean Up Time: \_\_\_\_\_

**To ensure the return of the cleaning deposit:**

1. Inspect the room at the beginning of your reservation with the library staff.
2. Hang up decorations only using library-supplied tape.
3. Clean up all decorations and trash at the end of your reservation.
4. Wipe tables/chairs used and spot vacuum any spills and crumbs.
6. Inform event staff and have them confirm the room is satisfactory.
7. Deposit Refund 8 - 12 business days following the event.

**FEES:**

\_\_\_\_\_ hours for setup/takedown @ \$50 per hour (\$25/hr for nonprofit/govt/edu) = \$ \_\_\_\_\_

\_\_\_\_\_ hours of event @ \$100 per hour (\$50/hr for nonprofit/govt/edu) = \$ \_\_\_\_\_

--- Security Guards @ \$25/hour = \_\_\_\_\_ x \_\_\_\_\_ hours = \$ \_\_\_\_\_

**Cleaning Deposit Fee = \$ 150.00**

**Total Fees:** (payment required 2 weeks prior to event or 2 weeks after inquiry) =

\$ \_\_\_\_\_

**Meeting Room Use Guidelines: (please initial)**

**Reservations, Scheduling, and Responsibilities**

\_\_\_\_\_ I verify that I am 18 years or older. I understand that Reservations are not complete without a signed contract, payment of fees, the refundable cleaning deposit and that I verify as a library patron in good standing.

\_\_\_\_\_ I understand that the Ryals Event Space operates under state and local health department guidelines.

\_\_\_\_\_ I understand that the Ryals Event Space requires a walkthrough no later than 2 weeks prior to the event.

\_\_\_\_\_ Time for setup and clean-up must be included in all reservations. The Rentee will not have access to reserved spaces until the start time of their reservation and must be vacated by the end of the reservation time. A fifteen-minute grace period will be given at the end of the reservation time, any additional time will be deducted from the deposit.

\_\_\_\_\_ PCCLD does not provide technical support. Reservation holders will receive instructions for A/V use prior to their meeting or event and have the option to schedule a meeting with PCCLD staff for additional training and/or equipment testing prior to the meeting or event.

\_\_\_\_\_ The person who makes the room reservation shall be the listed contact person unless specified otherwise and shall be the only person authorized to make changes and cancellations to the reservation. The contact person will be the sole point of contact for library staff.

**Cancellations**

\_\_\_\_\_ Cancellations will only be accepted from the listed contact who placed the reservation.

\_\_\_\_\_ PCCLD reserves the right to cancel any reservation due to building, weather-related emergencies, or any other unforeseen circumstance.

\_\_\_\_\_ PCCLD reserves the right to stop meetings or events that are disruptive to normal library operations or programming.

\_\_\_\_\_ Cancellation for event spaces and meeting rooms should be made a minimum of 48 hours before the reservation start time to receive reimbursement of paid fees and deposits. Failure to comply may result in losing future access to library event spaces, meeting rooms, and total fees. If the cancellation notice is 48 to 25 hours prior to the event, the library will keep the

cleaning deposit fee. If the cancellation notice falls to 24 hours or less, the library will keep the deposit & rental fee.

### **Use/Care of Facilities and Equipment**

\_\_\_\_\_ It is the Rentee's responsibility to leave the room in the condition in which they found it. Users must remove all leftover food, containers, beverages, and all other personal or group-owned items (including all catering equipment). Patrons are responsible for cleaning the room after each use, to include: depositing all trash in provided receptacles, cleaning up any spills, and wiping down tables and chairs (free of debris). Failure to comply with these guidelines may result in retention of the refundable cleaning fee. There is a cleaning cabinet in the kitchen which holds a vacuum cleaner, wipes, and spray.

\_\_\_\_\_ Any damage done to the room, property, and/or equipment may result in recovery charges to cover the cost of cleaning and repairs. If unpaid, this balance will be submitted to a collection agency.

\_\_\_\_\_ Decorations may only be hung using library-supplied tape. No other adhesives, staples, nails or tacks may be used. Additional prohibited items include: flame candles, birdseed, confetti, glitter, fireworks, etc. No decorations may be hung from the ceiling. All decorations and tape must be removed at the end of the event by the Rentee.

\_\_\_\_\_ Library staff are not available to assist in bringing in or taking out decorations or materials from private functions. The Library will only provide blue painter's tape, cleaning supplies, scissors, a cart, and an HDMI cord.

\_\_\_\_\_ PCCLD nor its employees will handle, care for, or act as custodians of any equipment or property before, during, or after a meeting or event. Advance and overnight storage is prohibited.

\_\_\_\_\_ Fire code - No open flames are allowed inside the Library. This means NO candles. No flames are allowed outside within 25 feet of the Library building. This includes cigarettes and barbeque grills. Do not block fire exits. Sterno canisters are permitted in the lobby and kitchen for use by licensed caterers only.

\_\_\_\_\_ Balconies - Individuals may request access to the Ryals Grand Event Space balconies at the time when the reservation is made and when the rental agreement is signed. Use of balconies requires strict adherence to PCCLD's Code of Conduct and safety guidelines. The use of balconies can be withheld at the library's discretion at any time. The weather may prohibit the use of balconies and is also subject to the library's oversight (examples: high winds, electrical storms, rainstorms, snow, etc.). Nothing should be thrown over the balcony walls at any time. Only designated furniture or items approved by the library in advance may be taken outside onto the balconies. Reservation holders are required to keep the exterior doors closed to maintain proper interior temperatures. A security guard or event staff must be present

anytime the balconies are in use and it is the reservation holder's responsibility to pay in advance for security guard fees. No smoking is allowed.

\_\_\_\_\_ Assistive listening systems are available in the Ryals Grand Event Space. Requests for additional assistive listening equipment can be requested with one week's advance notice.

### **Food, Refreshments, and Alcohol**

\_\_\_\_\_ Light refreshments may be served in the Ryals Room which consists of bakery items, drinks, pre-packaged snacks, and box lunches. No food preparation is allowed onsite. Appliances including slow cookers, blenders, toaster ovens, hot plates, air fryers, mixers, or pressure cookers, are not allowed to be used on library property.

\_\_\_\_\_ PCCLD will allow Rentees to use crock pots, coffee pots, and food warmers in the kitchen to keep their pre-cooked items warm.

\_\_\_\_\_ Catered meals and buffets may be served in the kitchen or lobby. No food can be served on a carpeted area unless it is the dessert table (cupcakes, cake, brownies, bakery items, etc.).

\_\_\_\_\_ Catering – PCCLD recommends that only prepackaged food items and food prepared by a licensed vendor and/or in a commercial kitchen be provided for consumption. PCCLD assumes no responsibility or liability for illness or injury associated with the consumption of food that is not pre-packaged or prepared by a licensed caterer or commercial kitchen. The Rentee must sign a release of liability form if they plan to serve food that is not pre-packaged or prepared by a licensed caterer or commercial kitchen.

\_\_\_\_\_ Caterers and commercial kitchens that provide food for meetings or events in the library meeting rooms must be licensed with the Pueblo Department of Public Health and Environment. All food brought in by the caterer must be prepared prior to bringing it into event spaces and may not be cooked onsite. The Rentee is responsible for all arrangements with the caterer. The caterer or Rentee is responsible for providing everything needed for the event other than tables and chairs. Linens, tableware, serving utensils, water carafes, glasses, and other service items must be provided by the Rentee or caterer. Library staff will not serve as the point of contact. The caterer or Rentee is responsible for the removal of all food and catering equipment by the end of the rental reservation time.

\_\_\_\_\_ Alcohol – Alcohol cannot be sold or served in the library, except for special after-hours events hosted by PCCLD. Special event permits to serve alcohol are not allowed.

### **Security**

\_\_\_\_\_ Library-contracted security staff are required when balconies are used, and during events occurring outside regular business hours. There is a 3-hour minimum for security with an hourly fee of \$25 per hour per guard.

**Restrictions**

\_\_\_\_\_ Signing of petitions is only permitted within meeting room spaces and outside of the building. No active solicitation, recruitment or impediment to library access is permitted as a result of petition-related activities.

\_\_\_\_\_ Only service animals and animals that are a part of library-sponsored programs are allowed.

\_\_\_\_\_ Organizations may not use the name, address, or telephone number of the library for any purpose other than to identify the location of a meeting or event. PCCLD should not be listed as a co-sponsor of any event without prior approval. Any promotional material should be submitted to PCCLD for review prior to distribution. It is the responsibility of the group using the event space or meeting room to obtain final confirmation/approval of room use prior to issuing invitations and press releases. PCCLD’s Executive Director of Library Foundation and Strategic Initiatives or their designee-should be notified of any anticipated media coverage. Photography within event, meeting, and study rooms is permitted and the event host bears responsibility for obtaining permission from participants to be photographed or filmed.

\_\_\_\_\_ Media presentations shown during normal business hours must be suitable for public viewing. It is the responsibility of the presenter to abide by all media copyright and screening performance rights restrictions.

\_\_\_\_\_ Tables and chairs may not block room access or emergency exits.

**MEETING ROOM USE INDEMNITY AGREEMENT** – By signing this application, the applicant agrees to defend, protect, indemnify and hold harmless against and from all claims arising from the negligence or fault of the applicant or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the use of the meeting room including any damage or loss to PCCLD’s audio/visual systems, meeting room equipment or furnishings that occurs during the event, in preparation for the event, or during clean-up of the event. The applicant is responsible for learning to operate any Library equipment being provided prior to the meeting; the time and date of the training needs to be scheduled at the time of booking.

**THE APPLICANT UNDERSTANDS AND AGREES TO COMPLY WITH THE PUEBLO CITY-COUNTY LIBRARY DISTRICT’S MEETING ROOM POLICY AND GUIDELINES AND ALL PROCEDURES STATED ABOVE.**

**Rentee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**MEETING ROOM USE - FOOD WAIVER OF LIABILITY**

I \_\_\_\_\_ (reservation holder name) have reserved a room at the \_\_\_\_\_ (library location) on \_\_\_\_\_ (date of reservation). During the meeting, party or event held at Pueblo City-County Library District (PCCLD), for which I reserved the room, food may be served that was not prepared by a licensed vendor or commercial kitchen. Attendees will be invited to voluntarily enjoy the food provided with the explicit understanding that the library assumes no responsibility or liability for illness or injury associated with this activity. PCCLD recommends that only prepackaged food items and food prepared by a licensed vendor and/or in a commercial kitchen be provided for consumption. In addition, the reservation holder and attendees agree to release, indemnify, and discharge PCCLD of liability as follows: 1. I acknowledge that I take responsibility for any food served that was not prepared by a licensed vendor or commercial kitchen and that voluntary consumption of said foods is permitted in spite of the known and unanticipated risks that could result in physical illness or injury to myself or others. Potential risks may include: allergic reaction, vomiting, diarrhea, food poisoning, other serious injuries or even death. 2. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless PCCLD from any and all claims, demands, or causes of action, which are in any way connected with the serving and consumption of foods not prepared by a licensed vendor or commercial kitchen. 3. I certify that I have adequate insurance to cover any injury or damage I may cause or suffer while hosting this meeting, party or event, or else I agree to bear the costs of such injury or damage to myself and/or others. 4. I recognize that the Pueblo City-County Library District has not undertaken any duty or responsibility for my safety and I agree to assume the full responsibility for all risk of bodily injury, illness, disability, death, and property damage as a result of serving food not prepared by a licensed vendor or commercial kitchen. 5. I also declare that neither I am not under the influence of any chemical substances including alcohol and/or drugs at the time of the signing of this Agreement and Waiver. By signing this document, I acknowledge that if I am injured, cause injury to another person or cause property damage while serving food at the meeting, party or event in a library meeting room, I may be found by a court of law to have waived my right to maintain a lawsuit against PCCLD on the basis of any claim from which I have released herein. I have had sufficient opportunity to read this entire document. I have read and understand it, and I agree to be bound by its terms.

Print First & Last Name \_\_\_\_\_

Complete address \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone \_\_\_\_\_