

# CONTEMPORARY CLUB RENTAL POLICY

## 1. RENTAL AUTHORITY AND RESPONSIBILITY

The Library Board of Trustees establishes policies and procedures for third party rentals at the Contemporary Club. The Library Director and/or the Director's designees coordinates the events occurring at the Contemporary Club.

## 2. RENTAL AGREEMENT

Each renter (Renter) shall enter into a "Rental Agreement for the Use of the Contemporary Club", executed by all entities desiring to rent the facility.

## 3. FURNITURE AND EQUIPMENT

The Contemporary Club rental include the use of tables and chairs, but not linens, dishes, silver service, glasses, etc. The Renter or caterer will be responsible for obtaining these items, bringing them to Contemporary Club, and removing them from Contemporary Club after the event.

## 4. HOURS OF OPERATION

Events may begin as early in the day as determined and approved by Library Administration but not prior to 6:00am. All events shall conclude by 10:00pm with a one-hour clean up limit to be completed by 11:00pm. Should your event be outside of normal library hours, there will be an additional charge to be negotiated.

## 5. DEPOSITS AND FEES

### *Deposits*

- a. A deposit of \$100 is required at the time the event is booked. This deposit is non-refundable.
- b. Renters must provide a separate \$500 security deposit/cleaning fee. This fee is fully refundable if the property is left in a satisfactory condition upon inspection of Library Administration.

### *Fees*

- a. Full payment and separate security/cleaning deposits are required 5 business days in advance, minus the \$100 deposit referenced above.
- b. Rental charge for the facility will be \$300 per hour with a three-hour minimum. City of Redlands 501(c)3 organizations will be charged \$150 per hour with a three-hour minimum. This includes use of the entrance room, restrooms and meeting hall. Use of the stage and kitchen facilities including the refrigerator, freezer, stove, oven and sink are separate and must be negotiated with Library Administration. Please note this fee does not guarantee exclusive use of the parking lot, unless the proposed event occurs outside of normal library hours.
- c. Organizations that serve the educational mission of either the A.K. Smiley Public Library or the Watchorn Lincoln Memorial Association and in which either the Library Director or the Archivist / Curator serve as a member of that organization's Board of Directors, will not be charged a rental fee. This waiver will only be in effect as long as one of the two positions listed above serve as a member of that organization's Board of Directors.
- d. Kitchen: For use of the stoves for warming, refrigerator and freezer for storage and the counter area for food preparation, a minimum fee of \$500 is required. Based on usage and duration, additional costs may be incurred and will be specified at the time of signing the rental agreement. In addition, a refundable security/cleaning deposit of \$500 is also required. Use of the Contemporary Club organization's dishwasher, cooking utensils, plates and glassware is **not permitted**.
- e. Renters are prohibited from using the stairs or stage area. Use of the stage and rooms behind stage require a separate \$100 fee.
- f. Piano and Keyboard Use: The Contemporary Club pianos/keyboards are available for use for a rental fee at the discretion of Library Administration. If the Renter desires additional tuning, with the consent of the Library, the Renter can arrange for and pay for the additional tuning services if so desired. The Renter shall use a piano tuner that is approved by Library Administration. The Renter is responsible for arranging for the tuning and paying the tuning

fee directly to the piano tuner. No items may be placed on the pianos or benches. Renter is prohibited from touching or moving the pianos/keyboards if they are not being rented or included as part of their agreement.

#### *Cleaning Fee*

Event rental fees include a basic “light-cleaning (which includes vacuuming facility and sanitizing of bathrooms)” pre-and-post event as a part of the contract fee. Cleaning that is above and beyond the basic cleaning services provided will be billed to the Renter at the hourly cleaning rate then in effect. All decisions regarding building cleanliness and cleaning fees are exclusive right of Library Administration. By signing a contract with the Library, the Renter agrees to abide by this policy.

### **6. INSURANCE REQUIREMENTS**

- a. The City of Redlands requires all third parties / vendors to carry comprehensive general liability insurance. One Million Dollars (\$1,000,000.00) Per Occurrence and two million dollars (\$2,000,000) aggregate shall be in force.
- b. The City of Redlands requires all third parties / vendors to carry Worker’s Compensation and Employer’s Liability insurance in the amount that meets the statutory requirement shall be in force.
- c. The City of Redlands must be named as an Additional Insured and specify that the insurance is primary and non-contributing to any insurance maintained by the City.
- d. Endorsements must be attached to the Certificate.
- e. Event Name, Date, and Location should be noted in the Certificate’s Description field.
- f. Renter shall instruct their insurance agent/broker to furnish a properly executed Certificate of Insurance to Library Administration for review of compliance with these requirements. Submission MUST be made at least 10 Days Prior to Event.
- g. **Prior written notice must be provided to Library Administration for any modifications or cancellations to the insurance Certificate.**

### **7. CANCELLATION**

No refund will be made for a cancellation less than 5 business days prior to the event. All payments made will be retained by A.K. Smiley Public Library. Renter must give written notice of cancellation. Rescheduling an event is considered the same as cancellation and is subject to the above policy unless waived by the Library Director in case of extenuating circumstances.

### **8. RENTER’S CLEANING RESPONSIBILITY**

Each Renter and Renter’s service providers will be responsible for cleanup as follows: All decorations must be removed prior to departure; and all recyclables and trash must be placed in marked receptacles. Any glass breakage must be swept up and removed from the premises. Any plates, bottles, etc., on lawns are to be picked up.

The Library is not responsible for the delivery or storage of any property, items, or material goods left in or outside the property.

### **9. RENTER’S RESPONSIBILITY FOR SERVICE PROVIDERS**

Renter or a representative of the Renter must be on the premises when service providers are at the building and must be available to accept deliveries. All service providers (rental companies, florist, musicians, etc.) that are contracted directly with a Renter are the sole responsibility of the Renter. Rental items from service providers must be removed upon conclusion of event.

### **10. DECORATIONS**

Only the portion of Contemporary Club that is being rented may be decorated. Renters may not attach tape, florist clay, tacks, staples, screws, or nails to any indoor or outdoor area of Contemporary Club. Renter may not attach decorations to furniture, ceiling fixtures, walls, windows, or doors. No items including pictures may be removed from walls or shelves in any area of the building. Use of confetti, straw, birdseed, rice, natural flower petals, bubbles, glitter, or smoke machines is strictly **prohibited**.

Any decorations, flower arrangements or additional items brought in by the Renter must be removed at the conclusion of the event.

**11. OPEN FLAME RESTRICTIONS**

Only battery powered lights / candles are allowed. No open flames are permitted in the auditorium or stage.

**12. SMOKE-FREE PREMISES**

The Contemporary Club is an entirely smoke-free area, both inside and outside, this includes vaping. Renter is responsible for making guests and service providers aware of and in compliance with the no smoking policy. Extra cleaning fees will be assessed if there is evidence of smoking in any area of the Contemporary Club or on the grounds.

**13. DAMAGES**

Renter is responsible for all damages caused by Renter, Renter's participants and/or service providers. Should damages occur, Library Administration will provide information concerning the location of the damages and, if possible, the date and time they occurred. All decisions regarding damages and damage fees are the exclusive right of the Library. Any defacing of any property or any surface in this structure, will result in the automatic forfeiture of the security deposit, and may result in additional charges if the damage warrants.

Failure of the Renter, their guests, or service providers to abide by the building policies may result in additional fees for damages or additional cleaning.

**14. ALCOHOL**

Alcoholic beverages are **not permitted**. This policy can be modified at the discretion of Library Administration if a library trustee or staff member is in attendance to monitor the event. Additional forms and approval will be required if this policy is modified.

**15. NOISE**

Events held at the Contemporary Club shall comply with noise standards established in Chapter 8.06 of the Redlands Municipal Code (RMC).

**16. INTERNET**

Wireless internet access is available to groups using the Contemporary Club. The Library accepts no responsibility for the safety of information downloaded by any individual associated with the Renter group. All downloads are done at Renter's own risk. User accepts full responsibility for the legality of all content downloaded by the Renter or Renter's attendees.

**17. AUDIO-VISUAL**

Audio-visual equipment is available to groups with prior arrangement with Library Administration.