

Shelby County Public Library

57 West Broadway

Shelbyville, IN 46176

Phone 317-398-7121 or 317-835-2653

Carnegie East Wing phone: 317-398-7002

Outdoor Plaza Policy

Effective June 8, 2023

GENERAL STATEMENT

The Shelby County Public Library Board of Trustees is pleased to offer the use of the Outdoor Plaza area to responsible local organizations and individuals.

DISCLOSURE: The outdoor plaza is in a trafficked area of library property. Although areas can be zoned off, side doors to the main library and annex must remain open to the general public. Foot traffic around these entries should be anticipated during library hours.

GENERAL GUIDELINES

- Groups and individuals who use the Outdoor Plaza are guests of the library and their use of the space should reflect that understanding. Persons attending activities in the plaza are subject to all library policies. Use of the outdoor plaza should not disrupt other library patrons or the community.
- All activities shall comply with the ordinances of the city of Shelbyville, state laws, and state regulations. The library director or supervising library employee may terminate any activity or use in progress that violates this policy, endangers the use of the facility, or general library operation.
- Smoking, alcoholic beverages, illegal substances, candles, and other fire-lit materials are not permitted on library property.
- Skateboarding, Bicycle Riding, Roller Blading, and Scooter Riding are not permitted on the plaza.
- Any concert or musical group or presentation that is amplified should not be disruptive to the library and its neighbors.
- Meetings should not be publicized in a manner that suggests library sponsorship or affiliation. Publicity notices promoting a meeting or event scheduled by an outside group or organization must include the following disclaimer: *“This event is not sponsored by the Shelby County Public Library.”* Contact information for the organization should be included in all publicity. The library will not serve as liaisons for those using the plaza.
- Some audio-visual equipment is available for program use, for an additional fee. Library staff can provide very limited technical support, even for equipment that is rented from the library.
- If you need access to kitchenette facilities, please indicate this at the time the room is reserved. **The kitchenette includes refrigerator, microwave oven, and sink.**
- If tents are used they must be secured with weights or sandbags; no drilling in bricks or cement.
- No adhesives or nails are to be used anywhere on the plaza property unless you are using the library prescribed **“Wall Mounting Tabs” available for purchase at the computer lab.**

- The application for room use is attached. Applications must be on file before the day of the event or program. Payment is due at the time a room is reserved. Tentative reservations may be made by phone and/or completed application.
- Any room reservation is considered tentative until payment has been received. Therefore, if someone else has payment in hand and wants to use a room that has been reserved but not paid for, the tentative reservation will be removed so the person ready to pay can duly establish a firm reservation.
- Any damage caused to the facility and/or equipment must be compensated for within 30 days at replacement cost, and, if necessary, labor cost. A bill will be sent to the presiding officer of the organization and/or the contact person. In the event that the organization refuses to reimburse the library, the contact person will be held responsible.
- The library reserves the right to cancel any scheduled event for urgent library needs. Every effort will be made to give at least one week's notice.
- If an organization or individual must cancel its reservation, the library should be notified as soon as possible for refund or rescheduling. If less than 48 hours' notice is given, the library will not provide a refund. The organization will be refunded after the Board of Trustees Meeting , which are typically the first Thursday of the month. There will be a \$50.00 charge for cancelling meetings and not rescheduling.
- The library reserves the right to close the library for impending weather and will make every effort to contact the person or organization that reserved the plaza.

HOURS AND FEES

The plaza may be used during regular library hours and must finish 15 minutes before closing time, as follows:

Monday to Thursday	9:00am – 9:00 pm
Friday	9:00am – 7:00pm
Saturday	9:00am – 5:00pm

Or used after hours providing we can have employees on site for the event.

Subject to the Library Board of Trustees, the following fee structure will apply for all activities scheduled:

1. Not-for-profit groups will be charged \$150 for up to 4 hours. For use beyond 4 hours, there will be an additional \$50.00 charge.
2. All for-profit groups will be charged \$200. For use beyond 4 hours, there will be additional \$50.00 charge.
3. An additional fee of \$10.00 will be charged for the use of audio-visual/computer equipment.
4. We will assign two employees to help you during the day of your event, setting up chairs and closing off the plaza for you and anything else you might need. The charge for this is \$20.00 per hour per employee.

ADULT SUPERVISION

Children must be directly supervised by adults, unless they are participating in a library-led event for children.

Plaza Amenities

- The Plaza contains a lovely fountain which has colored lighting in the evening. It is not for wading just for looking.
- It contains a pergola/stage with lighting and electricity.
- We do have limited number of chairs available.
- Space holds 100-150 chairs; 75 people with tables.
- The edge of the plaza along with the fountain is lighted.
- Bathrooms are available inside the annex and the main library. After hours only Annex will be available.