



GARFIELD COUNTY  
**LIBRARIES**  
PLAZA AND PATIO RENTAL AGREEMENT

Contact/Responsible Party \_\_\_\_\_

Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

Email \_\_\_\_\_

Event Date: \_\_\_\_\_ # Attending \_\_\_\_\_

Start (Set-up) Time \_\_\_\_\_ am/pm End (Take Down) Time \_\_\_\_\_ am/pm

Actual Event Time \_\_\_\_\_ am/pm Event End Time \_\_\_\_\_ am/pm

PLAZA Only \_\_\_\_\_ PLAZA and Community Room \_\_\_\_\_

Vendors \_\_\_\_\_

Alcohol to be served? YES NO LICENSE # \_\_\_\_\_

Trash receptacles and pickup required? YES NO

**NO RESERVATION IS CONFIRMED UNTIL:**

1. **Payment of fees has been arranged**
2. **Insurance certificate received (if required)**
3. **A PLAZA Rental Agreement is signed**

Staff Use Only:			
Date and Time Request Received _____			
PLAZA Rental fee paid _____	Yes	No	N/A
Food/cleaning fee paid _____			
Proof of event Insurance	Yes	No	LIBRARY Named
Is alcohol to be served?	Yes	No	Yes No
If Yes, Name of licensed Bartender _____			Caterer _____
Total fees _____			
Approved ____ Denied ____ Reason _____			
Appealed _____			
Room refund cancellation request submitted to Administration _____			
Other:			



### PLAZA AND PATIO RENTAL AGREEMENT

I, as the responsible party (USER), understand that as a renter from the Glenwood Springs Branch LIBRARY (LIBRARY), I am responsible for the use of the PLAZA, including:

#### USE OF PLAZA

1. *The PLAZA has a \$100 refundable damage deposit and a required \$125 cleaning fee. Payment of all fees and acceptance of the GCPLD Meeting Room Policy is required at least 24 hours prior to use.*
2. The PLAZA is available for rental from 8 AM to 10 PM, 7 days a week.
3. The PLAZA is a public space and the USER must understand that the public is allowed access to the PLAZA during LIBRARY hours. The LIBRARY will provide stanchions and ropes to define the rental area for events but cannot guarantee complete privacy. No permanent attachments may be made to structures.
4. NO fires, candles, grills, fireworks or fires allowed. Food carts MUST be pre-approved.
5. Consumption of alcohol must adhere to municipal code and LIBRARY policy.
6. USERS have read and agree to abide by the LIBRARY's Meeting Room Policy.
7. LIBRARY does not provide any furnishings beyond what is located on the PLAZA. USERS must provide their own tables and chairs for events. *Any use of LIBRARY meeting room tables and chairs outside will be grounds for forfeiture of the USERS damage deposit.*
8. **SMOKING OF ANY KIND IS PROHIBITED IN THE FACILITY AND WITHIN 15 FEET OF THE BUILDING.**
9. LIBRARY will not be responsible for lost or stolen articles during time of use by an individual, group or organization.
10. LIBRARY may require the USER to book the Community room in conjunction with the PLAZA.
11. The PLAZA may not be used to accommodate a gathering which would violate minimum safety standards set by the Building Code Inspector.
12. The LIBRARY will not store or be held responsible for items arriving before or left by the USER.
13. Security guards may be required at the LIBRARY'S discretion and USER's expense.
14. During the time the facility is being used by the USER, the renter is responsible for accidents, injuries, damages, or loss of property.
15. USER shall indemnify and hold harmless the Garfield County Public Library District for any and all claims resulting from the use of the facility by the USER, their employees, guests, or invitees.
16. Portable toilet facilities may be required for events that occur outside of LIBRARY hours.
17. **Music and noise must be kept at reasonable levels, especially during hours of operation to the public. USER must comply with any existing municipal code concerning amplified noise.**
18. No vehicles of any kind (including for loading or unloading purposes) are allowed on the PLAZA.

#### CLEAN-UP

19. The USER is responsible for clean-up of the PLAZA and surrounding areas used by those attending the event. The LIBRARY will provide trash receptacles. **If additional clean-up is required, the USER will be charged at a rate of \$25 per staff hour.**
20. USER must remove all trash, clean-up any spills, and wipe down tables and chairs before leaving.
21. USER must remove all decorative items from the ground, walls, windows, doors, tables, chairs, etc.
22. USER may be required to provide additional receptacles for events with over 25 guests.
23. Any damage to walls, landscaping, equipment, windows or doors will be deducted from damage deposit.

**THE GLENWOOD SPRINGS BRANCH LIBRARY HAS THE RIGHT TO CEASE OR CANCEL ANY RENTAL AT ANY TIME. USER has reviewed and agrees to adhere to all policies, rules and regulations of the LIBRARY. I agree to pay an additional cleaning fee (minimum \$25) after the event, if the PLAZA is not left in acceptable condition.**

USER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_