



Pavilion Rental Policy

The pavilion at the Angie W. Cox Public Library is intended for use primarily in the library's own programming. In this regard, the priority is given to the library and groups who hold meetings relating to library services. When the pavilion is not needed for library activities, it will be made available for community use.

Programs involving the sale, advertising, or promotion of commercial products or services are subject to approval by the library director and/or the Endowment Board of Trustees.

Fees

Non-profit groups

The pavilion fee is waived for non-profit groups (including AA, VFW, American Legion, Garden Club, Girl/Boy Scout Troops, and 4-H Clubs).

For-profit / Individual Groups

A \$25.00 rental fee is required to reserve the pavilion

Reservations

1. The use of our pavilion must be reserved in advance.
2. Reservations are scheduled on a first come, first served basis.
3. The pavilion cannot be reserved more than six (6) months in advance.
4. Regularly scheduled groups who meet at the library must give written notice to the library Director on a yearly basis to renew their reservation.

Eligibility

1. Individuals reserving the pavilion must be 18 years or older and have a valid library card.
2. Use of the pavilion must not be disruptive of the programs and activities of the library.
3. No unlawful activity is permitted in the pavilion and/or on the premises.

General Regulations

1. Smoking and alcoholic beverages are **prohibited**.
2. Posting of materials on walls or furniture is **not permitted**.
3. Any notices or advertising about an event for which the pavilion is reserved must include the following statement:

THIS EVENT IS NOT SPONSORED OR ENDORSED BY THE ANGIE W. COX PUBLIC LIBRARY.

Facility

1. Bring your own utensils, plates, cups, cleaning supplies, dish cloths, and garbage bags.
2. Library staff **will not** be responsible for setting up or taking down equipment or furniture.
3. If needed, staff can/will provide more tables and chairs with a minimum of a 3-day advanced notice.
4. Trash **must be taken with applicant when leaving.**
5. The use of **confetti is not permitted.**

Responsibility of equipment and facilities

1. The applicant accepts responsibility for the repair and/or replacement of damaged or missing equipment and/or damages to the facility.
2. The library is **NOT** responsible for any personal property, equipment, or displays used by the applicant.

Application and Cancellation

1. Application for the pavilion rental must be returned to Director for approval.
2. Payment is due when the application is submitted.
3. Applications can be made in advance, but not more than six (6) months prior to the scheduled rental date.
4. Permission to use the library pavilion does not imply library endorsement of the aims, policies, or activities of an applicant and/or organization.
5. Use of the rented pavilion is revocable and does not constitute a lease.
6. Any application may be rejected. Previous approval may be withdrawn for violation of these rules at the discretion of library Director.
7. Previous use of the pavilion does not entitle applicants to future use.
8. The library may impose reasonable conditions for use of the pavilion to ensure that public property is not damaged with the use of the facility, and to ensure the comfort, convenience, safety, and/or welfare of the public is not disrupted.
9. Reservations may be canceled up to 24 hours before the date of rental for a full refund.

The Endowment Board of Trustees reserves the right to:

- Revoke or modify permission use the pavilion and/or modify conditions where necessary to adapt to operational needs of the library or the needs of the library.
- Deny applications based on the availability of space, frequency of use, or request for space by other organizations.
- Attend any meeting held in its facilities to ensure that the activities are consistent with library pavilion rental policies.