

Facility Usage Policy:

The Library/Civic Building Atrium is available only for City of University Place (City) and Pierce County Rural Library District (Library) special events and for bulletin boards, information racks and information booths or kiosks that are approved by the City and the Library. "Library or City special event" shall mean any Library or City sponsored special event; currently, it does not include organizations affiliated with the City or the Library

Event Rules:

- Proposed Atrium special events will be scheduled by coordination between the City and Library representatives according to facility availability throughout the year.
- All events will be scheduled for times other than regular City and Library hours of operation, unless the City and Library representatives agree otherwise.
- Event set-up will not be permitted during City and Library regular hours of operation, unless the City and Library representatives agree otherwise.
- Event organizers must meet with the Library and City representatives to discuss the event plan including provisions for emergency exiting by attendees, layout/equipment to be brought in for the event, and the proposed activities. The Library and City representatives must approve the set-up and have the right in their sole discretion to deny events, or event plans not appropriate for the Atrium.
- Event set up rules include, but are not limited to:
 - No objects of any kind may be attached to the walls by any means.
 - No objects may obstruct exiting by attendees.
 - In circumstances where an event is allowed to occur during City and Library regular hours of operation, no objects or event activities will be allowed to obstruct ingress and egress by Library or City patrons.
 - Tables/chairs brought in for events must have rubber/plastic padding that prevent damage to Atrium floor. Event organizers must receive approval from the Library and City representatives for rental equipment to be brought into the Atrium.

Additional Requirements and Fees:

- The Library and City representatives have the right to impose additional requirements and levy charges as deemed appropriate within their sole discretion to particular events, including but not limited to the following:
- Security/Safety/Inspection costs: (including any required police or fire department personnel). Should an event require outside (City, County, State) safety or security approvals/inspections, the Library and City representatives may assess those charges upon the event organizer(s).
- Maintenance and set-up cost, in the event as determined within the sole discretion of the Library and City representatives that City and/or Library staff need to participate in set-up or in the event itself.

Cleaning

- Clean-up and removal of refuse from the event is the responsibility of the event organizer.
- The event organizer is required to provide trash receptacles and cleaning supplies including trash bags and paper towels for cleaning of the premises. All refuse must be removed by the event organizer from the building immediately after the event.
- If the City and Library representative determine in their sole discretion that, due to use during an event, additional cleaning and maintenance is necessary to return premises to its prior condition, special maintenance services will be arranged by the City and Library representatives, and billed to the event organizer.

Equipment for Events

- Any equipment required for the event must be provided by the event organizer. Delivery and pick-up of all equipment and other rentals must be coordinated by the event organizer with the City and Library representatives.
- All event supplies, equipment, and rentals must be removed by the event organizer from the facility immediately following the event.
- The City and Library will not be responsible for any equipment, materials or property of any kind left on the premises by the event organizer or its vendors or agents, if any.
- The event organizer must provide its own personnel, dollies or carts for loading, unloading or carrying equipment to the area being used.
- All applicable building capacity requirements including fire codes and regulations regarding exits and entrances must be adhered to.

Catering

- Catering is permitted for events, but must be approved by the City and Library representatives.
- The caterer(s) or individual(s) responsible for food/beverages for the event organizer are required to meet with the City and Library representatives at least two weeks prior to the event to discuss logistics of preparation and serving of food/beverages within the facility.
- Adequate protective covering, as determined within the sole discretion of the City and Library representatives, must be provided by the event organizer for all the surfaces on which food and drink is served and consumed.
- Cooking inside the Atrium is not allowed. The building has no kitchen, cooking, or refrigeration facilities for public use. The event organizer/caterer must supply all necessary catering equipment and supplies. Candles or open flames are not permitted in the building.
- No catering equipment, supplies, or rentals may be left on the premises after the conclusion of the event. The City and Library will not be responsible for any lost or stolen catering supplies. These are the sole responsibility of the caterer or the event organizer.
- The event organizer will be fully responsible for ensuring that caterers clean up thoroughly. This includes depositing all trash in trash bags and removing them to containers outside the building and off the premises. If the City and Library representatives determine in their sole discretion the clean-up and rubbish removal of the caterer to be inadequate, the event organizer will be billed for any cleaning required.

Beverage/Alcohol Policy

- Any beverages for events, including coffee and condiments, will be provided by the event organizer. The event organizer is also responsible to provide any coffee makers, paper products, utensils, and coolers necessary for the event.
- Alcoholic beverages will be allowed only with the prior written approval of the City and Library representatives, and upon documented compliance with any other applicable laws and licensing requirements for the service of alcohol.

Utilities and Special Equipment

- The event organizer must accept the Atrium's existing environmental conditions for lighting, heating, cooling, and humidity ranges, all of which are determined in the City and Library's sole discretion.
- Any electrical equipment such as microphones, speakers, amplifiers, projectors, video and computer equipment, extension cords, generators, etc., must be provided by the event organizer or the organizer's vendor and must be approved by the City and Library representative.

Cancellation Policy

- The City and Library representatives have the right in their sole discretion to cancel special events due to unforeseen circumstances. Additionally, the Licensee's failure to comply with any of these rules or any other applicable laws or regulations may result in cancellation of the Licensee's event in the City and Library representative's sole discretion.

Restrooms

- Public restrooms are available in the Atrium. If the City and Library representatives determine in their sole discretion that, due to use during an event, additional cleaning and maintenance is necessary to return premises to its prior condition, special maintenance services will be arranged by the City and Library representatives, and billed to the event organizer.

Bulletin Boards, Information Racks and Information Booths or Kiosks.

- Proposed bulletin boards, information racks and information booths or kiosks will be scheduled and coordinated between the City and Library representatives throughout the year. Such racks shall display material and information from only the Library or the City. The Library or the City may in the future choose to display other information but only after they have agreed on the parameters for what other type of information can be displayed.