

# CUSTOMER POLICIES

## PRIVATE EVENTS

### Board Policy:

**DATE REVIEWED: 01/26/2023**  
**DATE APPROVED: 01/26/2023**  
**EFFECTIVE DATE: 03/01/2023**  
**REPLACING POLICY EFFECTIVE: 09/26/2016**

Columbus Metropolitan Library (CML) public spaces may be used by non-profit and for-profit organizations for private events. Private events may not interfere with regular library operations and/or library-sponsored events. Private events may not include fundraisers, personal events such as wedding receptions or similar social gatherings or the selling of goods and/or services for profit. Permissible event sponsors and organizers are groups and other organizations whose event meets the requirements of this policy. Individuals may not be the event sponsor or organizer. Applicable fees are established through the Fees for Library Materials and Services policy.

Alcohol may be served in designated library locations in accordance with Ohio Revised Code.

Requests beyond these conditions may be submitted to the Chief Community Engagement Officer.

### Administrative Procedure:

**DATE REVIEWED: 01/26/2023**  
**DATE APPROVED: 01/26/2023**  
**EFFECTIVE DATE: 03/01/2023**  
**REPLACING POLICY EFFECTIVE: 09/26/2019**

- A. Requests for holding private events will be submitted to the Chief Community Engagement Officer. The location of the event and use of CML space and resources will be at the discretion of CML. CML reserves the right to establish minimum standards (including levels of fiscal responsibility) for event sponsors and organizers.
- B. Event sponsors and organizers holding events will be charged a fee for space, equipment, security and staff time based on the scope of their event. Payment is due in full prior to the event.
- C. All fees will be waived for cancellations received at least 10 days prior to a scheduled private event. If a reserved space becomes unavailable, CML will make every effort to provide an alternate space at a CML facility that meets the event sponsor/organizer's need.

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- D. Limited set up for after-hours events during library business hours is permissible provided it is approved in advance by CML and is not disruptive to library services.
- E. CML reserves the right to waive charges for Columbus Metropolitan Library Foundation, Friends of the Columbus Metropolitan Library, and other community organizations and partners with approval from the Chief Community Engagement Officer.
- F. CML reserves the right to restrict the hours of use for private events.
- G. Approved food and beverage is allowed in CML public spaces during permitted events. CML does not accommodate on-site food preparation. A list of preferred caterers is available.
- H. Alcohol may only be served under the following conditions:
  1. Alcohol consumption must be approved by CML at least 30 days prior to the day of the event.
  2. The event must be closed to the general public.
  3. If required by Ohio Revised Code, a copy of the liquor license/permit must be provided to CML no less than one week in advance of the event.
- I. Use of CML facilities under this policy does not necessarily imply partnership or endorsement of the event sponsor or organizer, or their activities.
- J. The event sponsor or organizer is responsible for publicity. Publicity materials may not list or imply that CML is a co-sponsor of any event without the express approval of the Director of Marketing and Communications. The event sponsor/organizer may not issue invitations or press releases until the event has been approved by the library.
- K. Event spaces have some flexibility as to arrangement of the space and furniture. Some library-sponsored exhibits, furniture and fixtures *may not* be moved for any reason.
- L. Use of CML facilities under this policy is subject to terms of CML's Private Events User Agreement. Event sponsors and organizers hosting events at CML locations under this policy will be required to sign the Private Events User Agreement and return it to CML with the applicable payment in advance of the event.
- M. CML requires security for private events. Security will be arranged according to the nature and requirements of each event.

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## **Related Policies/Forms:**

- Fees for Library Materials and Services
- Meeting Rooms