

THE LIBRARY OF VIRGINIA
Office of Facilities Management
800 East Broad Street
Richmond, Virginia 23219

Facility Use Terms and Conditions

Use of the meeting spaces of The Library of Virginia shall be made available on a priority basis for The Library of Virginia and related functions, the Governor's Office, the General Assembly, and other state agencies, or to The Library of Virginia's Foundation's invitation. In the unlikely event the meeting space you have reserved is required by the Governor's Office, the General Assembly, or the Librarian of Virginia, an alternative space will be provided, if one is available. If alternative arrangements cannot be made, the application and any facility usage fees already paid will be returned in 30 days.

Reservations

Reservations are for state use/audiences. The Library of Virginia is an Equal Opportunity institution and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or political affiliation in any aspect of its operation, including assignment of meeting room facilities under this policy; however use of the Library facilities does not constitute an endorsement by the Library of the organization or its beliefs, policies, practices or activities. Library meeting rooms and event spaces may not be used for any activity that is incompatible with the library environment or interferes with our operations or core mission. Examples of prohibited activities include but are not limited to: weddings, anniversary celebrations, funerals, birthday parties, reunions, dances, private parties, trade shows, conventions, partisan events, pageants or recreational activities. The Library is unable to accommodate reoccurring or revolving reservations that are to be held on a daily, weekly, bi-weekly or monthly basis due to our own internal usage of the meeting spaces. Reservations requiring consecutive dates (conference, workshop or etc.) are limited to a maximum of 3 days in a row.

Requests for meeting space should be submitted in sufficient time (not less than 10 days or more than 120 days). To reserve meeting space for use at a particular time on a particular date, complete and submit the *Application for Facility Use* form. Receipt of these forms tentatively reserves your space. This form may be emailed (bilal.muhammad@lva.virginia.gov) to the Event Services Coordinator, Bilal Muhammad's attention at 800 East Broad Street, Richmond, Virginia 23219. A billing summary will be created during the event consultation process based on the information listed on the application and provided during the event consultation. Space is confirmed upon receipt of the *Application for Facility Use* form. An invoice will be created after the event and payment must be made within 30 days.

Hours

Meeting space may be reserved Monday through Friday for operating hours 8:30 a.m. to 5:00 p.m., and approved special event space may be reserved Monday through Saturday from 5:30 p.m. to 9:30 p.m. Day and Evening hours will incur personnel charges.

Inclement Weather

In the unlikely event that a building shutdown occurs we will work with you to find an alternative date for your meeting/event, or you can opt to receive a return on your fees.

Fees

Contact Event Services Coordinator for fees.

Base user fees are established to cover costs of security, custodial and utility services, and proper maintenance of Library property. The Library may, at its discretion, make additional charges based on the nature of the event. Such additional charges will be specified.

Security Deposit

The Library of Virginia may require a security deposit depending upon the size of the event and space(s) rented. The deposit is due 30 days prior to the event, and the Library will refund the deposit in full, without interest, within 30 days after the scheduled event, provided no damage or excessive clean-up has occurred, and the event complied with time limits specified in the "Application/Agreement for Facility Use."

Authorized Representative

The host organization shall designate an authorized representative who will be present at the function and responsible for all coordination with the Library. A pre-conference visit is required at least 2 weeks prior to the scheduled meeting in order to determine your meeting space needs and room set up requirements. To schedule a pre-conference visit, please contact the Event Services Coordinator – Bilal Muhammad at (804) 692-3527.

Parking

Parking at the Library is reserved for Library patrons during public hours Monday through Friday for operating hours 8:30 a.m. to 5:00 p.m., A limited number of spaces are available. Spaces are NOT guaranteed.

Parking may be available during non-public hours for evening events. The host organization will be responsible for all associated costs for parking during non-operating hours.

Personnel

All evening and weekend events require one or more Capitol Police Officers. The Library will contact the Capitol Police and make the necessary arrangements. The Capitol Police are responsible for monitoring the security of the facility and premises. Typically, but not necessarily, the Library will require one Officer for each 100 guests. The Library of Virginia reserves the right to determine the number of Capitol Police Officers. A Library liaison, parking attendant and housekeeping staff is necessary for all evening events. The charge for personnel is \$40 per hour with a minimum of four hours.

In addition, usage of any Library audio/visual equipment may require the services of an outside audio/visual vendor to provide the services of a technician for support. The duration of the support is determined by the Library. The charge for an AV Technician is \$125 per hour with a minimum of four hours.

Decorations and/or Equipment

All decorations and/or equipment must be removed from the premises prior to departure. Should the Library of Virginia have to remove any decorations or equipment, there will be a charge of \$20 per hour for removal.

Alcohol

Alcoholic beverages will not be served in the Library meeting spaces during business hours (8:30 a.m. – 5:00 p.m. Monday through Friday) of the Library of Virginia.

Alcohol (continued)

The host organization may serve alcoholic beverages during nonpublic hours only after a banquet license is obtained from the State Alcoholic Beverage Control Board and delivered to the Library of Virginia prior to the event.

The host organizations, guests and vendors shall comply with all pertinent laws, statutes, ordinances and governmental regulations, including, without limitation, all laws, statutes, and regulations pertaining to alcoholic beverages. The Library of Virginia shall take steps necessary to protect Library property.

Catering

Food and beverages are not allowed in the Lecture Hall or in the reading rooms on the second floor.

The Library of Virginia does not provide catering services. A list of acceptable local vendors for food and beverage services can be provided. The host organization must make arrangements with the caterer. The Library reserves the right to reject caterers that do not comply with the Library's terms and conditions concerning responsible use of Library meeting spaces.

The caterer selected by the host organization must have at least \$1 million liability insurance policy endorsed to include the Library of Virginia and all applicable business licenses and fees. A list of guidelines for catering firms is attached.

The caterer and host organization are responsible for coordination of the delivery of food and rental items prior to the event as well as scheduling pickup of rental items.

Sales and Publicity

Nothing may be sold on the premises of the Library of Virginia without prior written approval. This includes any books and other items normally carried in the Library Shop which may only be sold through the Library Shop, unless this requirement is waived. If the Library consents to the sale, the host organization agrees to be responsible for the collection and payment of all applicable sales tax.

For events requiring publicity and/or the sale of tickets, prior written approval is required. Any announcement of the event in the newspapers and/or other media (copy for advertisements, brochures, media statements, publicity releases, etc) must have prior written approval of the Library of Virginia in each instance.

Indemnification and Non-liability

You, the host organization, hereby indemnify and hold harmless the Commonwealth of Virginia and the Library of Virginia, its staff, contractors, and employees from suit, actions, damages, liability and expense in connection with personal injury, illness, death, property damage or theft resulting from the use of any space at the Library of Virginia. By accepting the terms and conditions outlined in this document, the host organization cannot hold the Library of Virginia responsible for failure to provide the basic facilities and services described here due to emergencies, catastrophes, or interruption of public utilities beyond the Library of Virginia's control.

Indemnification and Non-liability (continued)

The host organization will accept full responsibility and liability for any loss or physical damage to any exhibit or Library of Virginia property arising from and in connection with the scheduled event, other than any such loss or damage caused by the fault or negligence of the Library of Virginia. The host organization accepts full responsibility and liability for any and all personal injury or property damage to anyone arising from or in connection with the scheduled event, other than that caused by the fault and negligence of the Library of Virginia; and indemnifies and holds the Library of Virginia and its agents harmless against any and all claims, costs, losses, and liabilities including legal fees related to such personal injury or property damage. Further, it is recommended that the host organization maintain a policy of comprehensive public liability insurance with a limit of no less than One Million Dollars (\$1,000,000) per occurrence to protect the host organization and the Library of Virginia and its agents against any claims based on such personal injury or property damage.

General Guidelines and Information

- The Library is a non-smoking facility.
- Animals are prohibited, except guide dogs.
- No objects may be affixed to any surface of the Library.
- No collection/exhibition items may be removed.
- Announcements must not imply the event is sponsored by The Library of Virginia.
- The Library does not provide fax or other office/supply services.
- Public pay phones, bathrooms and water fountains are located on the first floor.

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CATERING GUIDELINES

- A scheduled on-site visit with the Event Services Coordinator is necessary 2 weeks prior to the catered event to address set ups and needs, such as electrical requirements, location of carving stations, etc.
- Provide delivery schedules for rentals, flowers and foods to the Event Services Coordinator at least 2 weeks prior to the catered event.
- All catering support activity must be restricted to the Catering Prep Hallway. Spare tables and chairs will be moved into conference rooms by Library staff as necessary.
- No cooking in the facility. A tent may be placed outside at the 9th Street entrance for cooking, provided state fire codes are followed. Hot boxes can be used to keep food warm. Sterno or alcohol lamps can be used under warmers.
- No burning candles or propane/butane burners are permitted in the facility.
- Caterers are responsible for obtaining all required ABC permits and compliance with all related regulations.
- A drop cloth must be used to protect any carpeted areas used by the caterer or for floral arranging.
- Meticulous care should be exercised when using the Information Desk for bars; any damage will be the responsibility of the caterer.
- A rolling dumpster will be provided by Library staff. All trash is to be placed in this dumpster at the end of the event.
- Catering kitchen is to be left clean. Kitchen and adjacent hall floors are to be broom swept and mopped.
- Under no circumstances should the table carts be used for transporting anything other than the Library tables.
- Items left by the caterer must be picked up by close of next business day.
- Items cannot be hung from the walls, etc.
- Helium filled balloons are not allowed in the facility.
- Limited ice and refrigerated space is available; however, prior notice is necessary.

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Phone (804) 692-3527 Fax (804) 692-3528

APPLICATION FOR FACILITY USE

Please complete this form and submit to The Library of Virginia. Should you need assistance, please contact the Event Services Coordinator, Bilal Muhammad at the number listed above.

COMPANY PROFILE:

Name of Organization: _____
Name of Contact: _____
Address: _____
Telephone: _____ Fax: _____
Non-Profit ID# _____ State Agency Code: _____

EVENT INFORMATION:

Name of Event for signage: _____
Advertised Meeting Time: From: _____ To: _____ Date of Event: _____
Setup - Departure Time: From: _____ To: _____ Estimated Number of Guests: _____
Describe Event and Purpose: _____

Meeting Space(s) to be used: _____
Name of Caterer: _____ Telephone: _____
Do you plan to charge attendees for your event? Yes No
Do you plan to sell any items at your event? Yes No
If yes, what items would you like to sell? _____

FOR OFFICE USE ONLY:

Facility Usage Fee	\$	_____
Personnel Fee (____ / ____ hrs @ \$40/hr)	\$	_____
Personnel Fee (____ / ____ hrs @ \$85/hr)	\$	_____
Equipment Use Fee	\$	_____
Total Rental Fee	\$	_____

***Additional request for rooms, equipment or personnel will be invoiced separately and due upon receipt.**

Parking at the Library is reserved for Library patrons during public hours. Parking passes (maximum 3) may be obtained for your event. Parking Passes needed: _____

I have read The Library of Virginia's *Facility Use Terms and Conditions* and agree to abide by them. I understand I am responsible for informing all attendees of the rules and guidelines.

Signed By: _____ Date: _____
Title: _____