

LIED AUDITORIUM USE POLICY

Arrangements can be made in advance if keys to the auditorium will be needed. If necessary, renters will be given a key to enter the Center street entrance, along with the tool which will enable both the Center Street and back door entrance to remain unlocked for guests. There will be access to restrooms and drinking fountain in the hall area. After the event and upon locking the doors, keys can be left either on the kitchen counter, dropped in the outside book drop or brought to the library the following day. If there are any issues or concerns, see the library staff or contact Cindy Simeon, Library Director at 402-368-8056.

For an additional fee of twenty five dollars (\$25), renter may request that library personnel set up/ take down tables and chairs.

If the renting group prefers to set up/taking down tables & chairs, please note the following:

Room Set-up: Tables and chairs are located in the closets on the east wall of the auditorium. Please handle the chair carts with care to prevent damage to the doors and walls. Tables need to be CARRIED OUT to the desired location. Please DO NOT drag tables across the floor. Table cloths are located in the closet by the west wall. (There will be a charge of \$1 per table cloth, with a maximum charge of \$15). When returning the tables to the carts, please face table tops toward each other to prevent surface damage. Table cloths can be placed in a trash bag (located in the kitchen) or box and left in the auditorium or kitchen.

Lights/Power/AC & Heat: There are separate panels of light switches located on the west wall which control/dim the overhead, screen and west wall lighting. Outlets are located throughout the room, along with floor panels to access outlets in the middle of the room. The thermostat which controls the AC/Heat is located on the wall by the kitchen door. Instructions for its use are posted next to it.

Decorations: Pins/tacks may be used to hang lightweight décor and objects on the tack board/soundboard only located above the chair rail on the south, west and center walls. Hooks are located behind the top art rail to use with fine wire or fishing line for the support of heavier objects. Light tape can be used on the wood doors. PLEASE DO NOT USE TAPE, NAILS OR PINS ON THE WALLPAPER. Be careful to not lean ladders or heavy objects against the soundboard. It is the responsibility of the renting group to remove all decorations and displays used for their function.

Equipment: Use of the microphone w/ podium, microphone w/stand, speakers and projector is available upon request. Renters should make arrangements prior to the function for care and use of the projector.

Grand Piano: Upon prior request, the use of the Grand Piano by responsible patrons and guests is allowed. The key is available at the circulation desk. The piano is on wheels and may be carefully moved to an appropriate location. The piano cover can be temporarily stored in a closet or behind the center wall. This piano is not a toy, and we ask that children not use it unless under the supervision of an adult. Whether the piano is being used or not, PLEASE DO NOT PLACE ANY OBJECTS ON THE PIANO.

Kitchen: Pre-prepared food and beverages are allowed. The renter shall have access to the kitchen from the auditorium for storage and light prep work, and may also have use of the refrigerator/freezer, and other kitchen equipment, linens and utensils. We ask that you do not use the oven or stove

without prior permission. There are trash cans in the kitchen marked accordingly, along with a garbage disposal for most food waste. Please be sure that the kitchen is clean and in proper order when you leave. If needed, trash bags should be tied off and left in the cans, or set inside by the back door for library/city personnel to dispose of. Leave any dish towels and cloths in the laundry basket.

Alcoholic Beverages: The use or consumption of alcoholic beverages for private or public events is permitted only after the following procedures have been met:

1. Approval from Library Board as agenda item at regularly scheduled monthly meeting
2. Approval from Tilden City Council as agenda item during regularly scheduled monthly meeting
3. Special Designated License (SDL) obtained through retail license holder (min 10 days prior to event). License and retail fees will apply.

The Raymond A. Whitwer Tilden Public Library bears no responsibility for personal injury sustained by members, guests or invitees of the individual or organization renting the auditorium, nor the responsibility of lost or stolen property. The renter or renting group assumes responsibility, financial or otherwise, for any damages to the auditorium or equipment incurred while in use for the scheduled function.

No group or organization using the auditorium shall discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability status in providing use of the Lied Auditorium.

AFTER FUNCTION CHECK LIST:

- Trash and waste are cleared and disposed of accordingly
- Tables are wiped off and/or table cloths removed
- Floor is cleaned of any large debris or spills
- Tables and chairs are returned to their location (if renting group is responsible)
- Decorations and displays, along with tacks, pins and tape are removed
- Kitchen equipment/utensils are cleaned and returned to their location. Kitchen is clean
- Food/beverage items are removed from refrigerator
- Kitchen appliances and other equipment are unplugged and/or turned off
- Lights in kitchen and auditorium are turned off
- AC/Heat is turned to the OFF setting (see instructions next to thermostat)
- Check restrooms – toilets are flushed and not running, lights are turned off
- Front and back doors are locked from the inside by using appropriate tool.
- Check doors from the outside upon leaving to be sure they are locked