

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 door wrench 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 402-368-5306 during library hours, or 402-368-8056 after hours.

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

Setting up the Room:

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 available and are located in the cabinet in the small meeting room. (There will be a fee for the use of our table cloths: \$35 for 1-10, \$50 for over 10). Used table cloths can be placed in a trash bag (located in the kitchen) or box and left in the auditorium or kitchen. When returning the tables to the carts, please face table tops toward each other to prevent surface damage.

Lights/Power/AC & Heat: There are separate panels of light switches located on the west wall which control and 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 located above the chair rail on the south, west and center walls. 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, and projector is available upon request. Renters should make arrangements prior to the function for care and use of this equipment.

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 is a large trash container located in the kitchen, along with a garbage disposal for most food waste. Please dispose of trash bags in the trash containers located at the back of the library building. Do not over-fill the large trash bags as they will not fit into the trash containers outside. If trash containers are full, if possible take your bags to the city dumpster to discard. Please be sure that the kitchen is clean and in proper order when you leave. Leave any dish towels and cloths in the laundry basket. PLEASE TAKE ALL LEFT-OVER FOOD/BEVERAGE ITEMS WITH YOU. Do not leave items in the refrigerator.

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:

An After Function Check List will be provided for you to complete and sign at the end of your event. Once completed and signed the list can be left in the auditorium or the kitchen.