



Anchorage Public Library Loussac Grounds Use Policy

Definitions:

“APL” when not referring to Anchorage Public Library physical facilities and/or grounds means the Library Director or designee.

“Event” is defined as a gathering for interactive purposes.

“Exhibit” is defined as a static display designed to be observed from a distance.

“Loussac” refers to APL’s central or main library, the Z.J. Loussac Public Library, located at 3600 Denali Street in midtown Anchorage.

“Users”, “Group,” “Organization(s),” means the organization or individual using library facilities and/or grounds.

Introduction:

The Z.J. Loussac Public Library areas covered by this policy include the library grounds, specifically the area around the fountain, the area on the northeast corner of the grounds bordered by 36th Avenue and Denali Street, the area on the southeast corner of the grounds and the section of parking lot closest to Cuddy park on the west side of the raised traffic island.

The primary use of APL is that of a public library. When designated areas outside the Z.J. Loussac Public Library are not in use for a library function these may be made available for rental on a first come, first served basis. Areas set aside for library business are not available for use by the general public at any time.

Loussac grounds are made available, on a nondiscriminatory basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use Loussac grounds does **not** constitute an endorsement or sponsorship of any group, individual, organization or event.

Use of library grounds for exhibits is covered by the *Exhibit Policy*. Use of library meeting rooms is covered in the *Facility Use Policy*.

A signed copy of the Grounds Use Agreement must accompany all payments.

General Terms and Conditions of Use and Operations:

1) A confirmed *Grounds Use Agreement* is required to reserve an area of the library grounds for an event. A signature is required to confirm. By signature, user agrees to comply with Anchorage Public Library *Grounds Use Policy* and procedures. Set up, take down and other preparatory time must be included in a reservation.

2) Reservations will be for one day periods for a specific area of the library grounds. Other areas may be used by other groups concurrently. Fee will be assessed on a daily basis.

3) Status order of a reservation is determined by date of receipt by APL of the signed *Grounds Use Agreement*, not the date of initial inquiry. Applications for use during any calendar year (January 1 - December 31) are processed as received during that year. Applications for the following year are accepted beginning October 1, three months in advance, and are processed in the order received. *Grounds Use Agreements* for the following year submitted prior to October 1 will not be accepted. Users who utilize Loussac grounds on a regular basis are required to submit a new application (which may cover multiple reservations) each year. Reservation must be re-confirmed within one week of the event or it may be cancelled.

4) Fees: Fees are due within thirty (30) days of confirmation for advance booking with a signed *Grounds Use Agreement* or immediately if reserved less than thirty (30) days in advance. Users will be billed for unpaid, un-canceled reservations. APL may, at its discretion, require additional security. Security service must be provided through the Library's security contractor at user's expense. User is responsible for contacting security at 907-343-2851 to arrange for security when required. Specialized technical assistance is at user's expense.

5) Any cancellation or change to a confirmed reservation must be in writing (addressed to Anchorage Public Library - Attn.: Facility Use Coordinator, 3600 Denali St., Anchorage, AK 99503-6093), by email (sent to: APLRooms@ci.anchorage.ak.us) or faxed (907-343-2930). Specify the area(s), date(s) and time(s) of use to be canceled and/or changed. Cancellation/change notification must be received a minimum of 30 days prior to the scheduled event to be eligible for a refund of fees for the canceled and/or changed event. No refunds can be made for events booked and canceled and/or changed within 30 days of the scheduled event. Failure to notify APL of a cancellation; non-payment of fees for a confirmed reservation; abuse of grounds use privileges; or noncompliance with *Grounds Use Policy* may result in immediate cancellation of use, denial of future use and forfeiture of fees.

6) Conditional use: The user shall defend and hold harmless from, and indemnify the Municipality of Anchorage for liability and claims arising out of acts or omissions of the library, employees, participants, agent or contractors. A certificate of insurance may be required. User is required, if applicable, to provide general liability insurance with a copy of the insurance binder with the Municipality Of Anchorage identified as co-insured.

7) Additions or alterations: Public address systems may be used in grounds use areas as long as it does not interfere with library operations. Any decorations, equipment, etc. shall be installed and removed from the area within the time reserved. Grounds must be restored to the condition as found.

8) Interruption or Termination of the event: APL reserves the right to interrupt, terminate or cancel an event when, in the sole judgment of APL, such act is necessary in the interests of public safety and/or user is in violation of this policy. User waives any claim for damages or compensation should the event be interrupted, terminated or canceled.

9) Users are financially liable for any damage to the grounds or library equipment caused by or as a result of their use and are required to report such damage as soon as possible after the incident and shall take only such action as is reasonably necessary to stop or contain damage. APL will repair, clean or take such other reasonable action as is necessary to clean and/or repair such damage. Payment for any damage(s) is the responsibility of the user and shall be made to APL within thirty (30) days of receipt of any billing.

10) User is required to report any damage to grounds and/or facilities and must report all spills, damage and accidents to APL by filing an incident report with the security office on Level 2 at Z. J. Loussac Public Library as soon after the event as possible. This report may initially be made by telephone or in person and

will be followed by a written report stating the type and extent of damage, breakage, accident or other matter to be reported. The report will include the name, address and telephone number of the individual making the report as well as the time and date of the report. User shall take only such action as is reasonably necessary to stop or contain damage.

11) Laws and Ordinances: Use shall be in accordance with all applicable Federal, State and Municipal ordinances, statutes, rules and regulations.

12) Users are responsible for their own supplies, specialized equipment, set up and clean up. APL will not provide any supplies to groups using the grounds. Tables, chairs, traffic control devices, cones, sound systems, electrical and water service, etc. are the sole responsibility of the event organizers. Library restrooms and water fountains may be used when the library is open. Users are required to supply portable restrooms, at their expense, if there are 100 or more participants and/or if the grounds are used when the library is closed.

All measures necessary to insure safe and lawful conduct of activities, including but not limited to crowd control measures and fire prevention shall be undertaken and financed by the user.

13) Users may not store items in APL or on the grounds. All supplies and equipment used in an event must be removed from the grounds at the completion of each reservation period. APL is not responsible for items left, lost, or stolen.

14) Alcoholic beverage sale or consumption requires possession of an Alcohol Beverage Control Board permit, Municipal Manager's Permit and any other permit or temporary license which may be required by law. Copies of all permits must be submitted to the rental office five working days prior to the scheduled event. Copies of permits must be posted in the area where alcoholic beverages are served or consumed. No alcohol may be served during hours of library operation.

15) Advertising/Promotion: Promotional materials, press releases etc., must be worded so that it is clear to the general public the event is held at, not sponsored by APL. Such materials must identify the sponsor of the event and a local telephone number contact. Non compliance with this policy may lead to immediate cancellation of the event and forfeit of rental fees paid.

16) Events on holidays will require the user to hire one security guard at their expense. Security service must be provided through the Library's security contractor.

17) APL may impose such other reasonable conditions in addition to those specified herein as deemed necessary for health and safety.

18) Municipality Of Anchorage employees and volunteers are expected to follow the *Grounds Use Policy* whether for personal or staff use.

19) Users may be required to provide additional documentation/special permits if applicable to the activity such as:

- Copies of noise and health permits
- Copy of special event road right of way permit
- Letter verifying Anchorage Fire Department's knowledge, involvement, and approval of event
- Security plan
- Event layout map
- Concessionaire's permit for each concession or vendor

20) Users must check in and out with the security office on Level 2 at the Z.J. Loussac Public Library. Call Security office at 343-2851 if event is held when Loussac is closed.

Recommended for approval: Library Advisory Board. **Date:** April 15, 2009

Approved by: Karen Keller, Library Director. **Date:** April 15, 2009

Procedure:

The Anchorage Public Library *Grounds Use Policy* is available on the library website (www.anchoragelibrary.org) or upon request. The *Grounds Use Agreement* may be completed with the Facility Use Coordinator.

Reservations are placed on the calendar in the order received and are considered to be tentative reservations until the *Grounds Use Agreement* is signed by the user, and received and confirmed by the library Facility Use Coordinator. A tentative reservation may remain on the calendar until or unless another application is received for the same meeting area, date and time.