



Special Events Policy

The Aurora Public Library District maintains select rental spaces for events occurring outside of regular hours of operation. The reserving party must be an adult aged 21 years or over and is responsible for all applicable fees and documentation. The reserving party will serve as the authorized representative of the group and is expected to remain on premises throughout the reservation period to ensure that attendees observe the regulations set forth below.

Catering, Food, and Beverage

Catering, food, and alcohol service is welcome at after-hours events as arranged by the reserving party, as governed by the Alcoholic Beverages Policy, at the discretion of the Executive Director or designated library representative, and with proof of all applicable city and state licensing and insurance.

The reserving party is responsible for set-up, breakdown, and removal of all equipment, linens, and decorations within the reserved time-frame. No kitchen facilities are available at any library location. The library does not provide space for rinsing or washing of dishes, utensils, or other food service equipment. The reserving party is expected to keep all event areas free of food and beverage debris.

Deliveries

The library accepts deliveries for the reservation at the event location with prior notice as arranged and received by the reserving party. All rental items must be delivered and picked up within the contracted event times. The reserving party or their designated caterers, food, and beverage service personnel must be onsite to accept deliveries as arranged by the reserving party.

Security

The library will provide uniformed security officers for all after-hours events at an additional hourly rate. Coverage level will be determined by the library and is dependent on size, location, hours, and nature of the event.

Cancellation and Payment

Hourly room rates include a maintenance fee, staffing, and equipment setup. Payment may be made by cash, check, or card at any library location. Payment in full is expected on or before the date of the event. 501(c)3 (or similar) non-profits receive a 40% discount on the hourly rate.

Room reservations will be finalized only after the application and other applicable documents are approved by the library. Please notify the library of any cancellations as

soon as possible, and no less than seven days prior to the event date. Cancellations occurring less than seven days prior will be charged 50% of the rental fee.

Event Space	Hourly rate	Security fee (per guard/per hour)
Santori Library—125/126	\$300	\$40
Santori Library--Atrium	\$400	\$40
Eola Road Branch—Large Meeting Room	\$300	\$40
Eola Road Branch—Adult Quiet Reading Room	\$250	\$40
West Branch—Living Room	\$250	\$40
West Branch—Meeting Room	\$300	\$40

COMPLIANCE, APPEAL & REVIEW

The Executive Director may deny the use of an event space in his or her sole discretion. The library retains the right to monitor and access event spaces. The library reserves the right to suspend or revoke permission to use a space for violation of library policies. Falsifying identification information may result in immediate revocation of use. Appeals for changes to, or exceptions to, any portion of this policy should be directed to the Executive Director.

Approved by the Aurora Public Library District Board of Library Trustees October 27, 2021