



# Central Library Facility Use Policy Manual

## Updated October 1, 2020

Central Library Event Services Office  
P.O. Box 2287, Austin, TX 78768-2287  
512-974-7585 or Relay Texas 711

## GENERAL POLICY

The Austin Public Library's (APL) goal is to keep all events and programs safe while promoting quality of life by providing space for a wide range of learning, cultural and community engagements.

This policy includes, by reference, procedures and guidelines necessary to hold a private or public event at the Central Library. It applies to **all event spaces** and facilities and is not limited to the spaces listed herein.

APL follows all City of Austin (COA) and Departmental policies, Library Bill of Rights, and recognized industry standards in the coordination and implementation of programs and events.

Signature on a contract or an agreement with APL for use of facilities or event space at the Central Library will be deemed as an agreement with these policies.

### NOTE:

This manual does not apply to Shared Learning Rooms at the Central Library. Shared Learning Rooms are meeting rooms that are free and open to the public for online reservation, and they are subject to the Meeting Room Policy (Section 17) of the Library Use Rules.

<http://Library.austintexas.gov/about-Library/rules>





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## COMMONLY USED TERMS & DEFINITIONS

### GENERAL TERMS

<b>Event</b>	A planned, public or private occasion on Central Library premises for a specified date and time.
<b>Facility Use</b>	The use and occupation of Central Library premises, including the reserved event space and its equipment, any utilities (heat, air conditioning, electricity and water) as well as any common public corridors required for ingress and egress.
<b>Reservation (Rental Period)</b>	The agreed upon period for facility use. No access is permitted before or after the reservation, and shall include all load-in/setup, event run time and strike/load-out.
<b>Calendar Hold</b>	A tentative hold on the event calendar with no confirmation or signed contract. Holds will be retained for a maximum of 14 calendar days, after which they will be automatically released.
<b>Nonprofit Organization</b>	A status given to organizations who are tax-exempt or charitable. NPOs must provide an IRS determination letter in order to receive rental fee discounts.
<b>Contract Amendment</b>	Allows parties to make a mutually agreed upon change to an existing legal document. Any changes to a signed and executed contract or agreement will not be confirmed until a signed amendment has been executed by both parties.
<b>Certificate of Insurance</b>	A document used to provide information on specific insurance coverage. The certificate provides verification of coverage, including the types and limits, policy number, named insured, insurance company and the policies' effective periods.
<b>Event Insurance</b>	An insurance policy that helps protect the client's investment in a specific event. Event insurance protects both parties in the case of property damage or injury during the event and is only active for a set period of time.
<b>Event Plan</b>	A document generated by APL Event Coordinator and signed by the client that confirms event details, including approved vendors, insurance, staffing required (custodial and security), venue access, parking details, rental times, charges and payments received, ordered furniture and AV equipment, and run of show.





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## EVENT TYPES

<b>Rental</b>	Rentals are events in which APL is not involved in the planning, publicizing, or design. A rental may be private (by invitation only), ticketed, or open to the public. A signed contract is required. Rental fees are based on the City-approved Fee Schedule: <a href="http://austinlibrary.com/downloads/special_event_rental_fee_schedule.pdf">http://austinlibrary.com/downloads/special_event_rental_fee_schedule.pdf</a>
<b>Co-sponsored Event</b>	Community events may be eligible for co-sponsorship, if they meet the COA and APL's mission and provide a public benefit. A signed co-sponsorship agreement approved by the Director of Libraries is required for all co-sponsored events.
<b>Partnership (Presenters &amp; Collaborators)</b>	Events that support APL's mission, but are not directly produced by APL. APL staff select partnerships based on programming priorities. The event must be open to the public and free of charge.

## RESPONSIBLE PARTIES

<b>Client</b>	The company, organization or person reserving / renting the facility is considered the event organizer and responsible party financially and contractually for the event. The responsible party/contract holder must be on site at all times during an event.
<b>Onsite Contact</b>	The onsite contact may be the client or a client's representative on the day of the event. They serve as the primary point of contact for all event-related details.
<b>APL Event Coordinator</b>	An employee of the Event Services Office, who oversees the event space and ensures that all facility use remains within the guidelines put forward in this manual. They act as the Central Library's liaison with security, custodial, facilities and other APL staff regarding the scope/needs of the event. They make recommendations regarding setup and layout pre-event, work with the client or onsite contact the day of the event, and handle any communications post-event. <b>The APL Event Coordinator does not perform duties of a hired event planner.</b>
<b>Event Planner</b>	Event planners design and manage events, including weddings, social gatherings, meetings, corporate events, fundraisers, tradeshow and conventions. Their responsibilities may include budgeting, establishing and managing timelines, reserving the event site, acquiring permits, planning food and beverage, coordinating transportation, developing a theme and décor, arranging activities, selecting speakers and entertainment, ordering equipment and developing contingency plans.





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<b>Vendor</b>	A person or company providing goods or services for the event. This includes any company providing services pro bono or individuals donating their time or expertise in a professional capacity. Examples include: sound production, technology services, lighting companies, musicians / entertainers, DJs, photographers / videographers, event planners/coordinators, florists and other décor providers, photobooths and event rentals (linens, furniture, etc.)
<b>APL Security Guard</b>	An employee whose primary duties involve the safety and security of the Central Library's premises, property, personnel and patrons. APL Security Guards are civilians, not peace officers.
<b>Peace Officer</b>	A person vested with law enforcement authority. Examples include city police officers, county sheriffs' deputies and state troopers. Some peace officers are allowed to work in secondary employment or off-duty capacity for special events while in uniform.
<b>APL AV Technician</b>	An employee of the Austin Library Information Systems Office that sets up and operates APL audiovisual equipment and may assist with audio patches or hardwired internet connections. <b>The APL AV Technician does not perform the duties of a Technical Director or Audiovisual Company.</b>
<b>Audiovisual Company</b>	A vendor that coordinates the design, setup/breakdown and operation of audiovisual components of an event, including additional equipment and full-service technical support.
<b>Exclusive Caterer</b>	APL does not provide food and beverage. Two catering companies have the exclusive right to cater all events at the Central Library—Elm Restaurant Group and their partner, Austin Catering. They are private companies operating independently, and all coordination and billing for their services will come directly from them.





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## RESERVATION & RENTAL PROCEDURES

### RESERVATION REQUESTS

Requests for event space are accepted **up to 18 months in advance and no less than 14 calendar days before the event date**. Reservations are first-come, first-served. Requests should be directed to the Central Library Event Services Office:

- Phone: 512-974-7585
- Email: [APLRental@austintexas.gov](mailto:APLRental@austintexas.gov)
- Online: <http://Library.austintexas.gov/rental> via "Request Event Space" link

Tentative holds are held for up to 14 calendar days and are not considered confirmed until a deposit is paid and a signed contract is received. If another party is interested in the date, the current holder will have 24 hours to submit a deposit and a signed contract; otherwise, the tentative hold will be released. All holds are automatically released after 14 calendar days.

### AVAILABLE TIMES

Event space may be reserved between the hours of **6:00AM and 12:00AM** midnight. All load-in / setup and teardown / load-out must be completed within the reservation time.

A reservation must include a minimum of one-hour for load-in / setup and one-hour for teardown / load-out, before and after the event. For example, a four-hour event requires a six-hour reservation.

### RESTRICTIONS

Event space requests are not accepted for official or observed City Holidays.

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Juneteenth	Christmas Eve
Independence Day	Christmas Day

Event spaces may not be used for a political rally or a campaign for or against a specific ballot issue or candidate. However, event spaces may be rented to conduct a forum or study group on a political issue.





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## CONFIRMATION

All rentals must follow the Council-approved Fee Schedule. Fees are non-negotiable. [http://austinlibrary.com/downloads/special\\_event\\_rental\\_fee\\_schedule.pdf](http://austinlibrary.com/downloads/special_event_rental_fee_schedule.pdf)

A deposit is due with the signed rental contract to confirm the reservation. Deposits are equal to 50% of the rental fee. If a deposit and contract are not returned by the given deadline, the date will be released.

The remaining rental balance is due 90 calendar days prior to the event date. Failure to submit full payment at least 90 days prior to the event date will result in forfeiture of the deposit and cancellation of the reservation.

If the Central Library is able to accommodate a reservation less than 90 days out from the event date, full payment is due upon signing a rental contract.

## CANCELLATION

The following penalties are assessed if the client cancels a rental contract within these timelines:

Notice given	91 days or more	31 – 90 days	30 days or less
Penalty	Loss of 10% of entire rental fee	Loss of deposit (50% of entire rental fee)	Loss of entire rental fee

## PAYMENT / INVOICING / REFUNDS

Payment may be made by credit card (American Express, Visa, MasterCard and Discover) or check. Electronic Funds Transfer (EFT) is not an accepted form of payment. If you prefer to deliver a check or swipe your credit card in person, please schedule an appointment with your APL Event Coordinator.

- Payment by check shall be made to the order of the "City of Austin - Austin Public Library", and mailed to Attn: Event Services Office, P.O. Box 2287, Austin, Texas 78768.
- Payment by credit card can be made online, over the phone or in person at the Event Services Office.

After the event, the client is invoiced for charges such as equipment rental, additional APL staffing, non-routine cleanup, event overtime fees or damages caused during the event.

Refunds will be processed via credit card or check depending upon how original payment was made. If by credit card, a refund can only be applied to the same credit card number that was originally charged and not exceed the amount paid on that credit card.





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## FACILITY USE POLICIES

### LIBRARY USE RULES

All individuals using APL facilities must follow the Library Use Rules—with exception of the Meeting Room Policy. The Meeting Room Policy (Section 17) refers specifically to the Central Library's Shared Learning Rooms, which are free and open to the public.

**Library Use Rules:**

<http://Library.austintexas.gov/about-Library/rules>

### PROMOTIONAL MATERIALS

A rental at the Central Library does not constitute an endorsement of the client's products, services or opinions by APL or COA. Unless prior approval is granted, APL or COA should not be listed on any publications, tickets or announcements as a sponsor. The Central Library may be listed as the location of the event.

### INSURANCE REQUIREMENTS

All rental clients and their vendors must provide a Certificate of Insurance meeting COA requirements at least **30 calendar days** before the event date. For social events, this insurance may be one-day event insurance. **Failure to provide proper insurance documents meeting COA requirements may result in event cancellation.**

**City of Austin Insurance Requirements:**

[http://www.austinlibrary.com/downloads/special\\_events\\_insurance\\_requirements.pdf](http://www.austinlibrary.com/downloads/special_events_insurance_requirements.pdf)





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### APL SECURITY

The Central Library provides 24-hour surveillance of the premises. Some events may require onsite security coverage. In this case, one APL security guard is provided at no cost. If an event requires more than one security guard, additional staffing fees will apply.

#### General Guidelines:

- Events held outside of regular business hours require at least one security guard.
- Events serving alcohol require at least one security guard.
- Events using multiple spaces or those with large load-in/load-out may require additional security.

APL security guards verify the identity of employees and other persons entering the building and/or event space, but do not check guest lists. In an emergency, they will maintain order and safety.

**All events serving alcohol must hire a peace officer.** For more information, please visit websites below:  
Austin Policy Department: <https://www.austintexas.gov/ace-event-planning-guide/police-event-security>  
Travis County Sheriff's Office: <https://www.tcsheiff.org/departments/law-enforcement/off-duty-officer-forms>

### EXCLUSIVE CATERERS / FOOD & BEVERAGE

APL does not provide food and beverage. Two catering companies have the exclusive right to cater all events at the Central Library—Elm Restaurant Group ([www.elmrg.com/catering](http://www.elmrg.com/catering)) and their partner, Austin Catering (<http://www.austin-catering.com/>). They are private companies operating independently, and all coordination and billing for their services will come directly from them.

Alcohol is not allowed in non-event spaces at any time. Alcoholic beverages may not be purchased at Cookbook Café and brought into the Central Library.

**Elm Restaurant Group and Austin Catering Policies:**  
<http://austinLibrary.com/downloads/Cater%20-%20Policies.pdf>

### WEDDING CEREMONIES & RECEPTIONS

An event planner is required for wedding ceremonies and receptions, or the client must designate a friend or family member as the day-of contact. This person must be present throughout the event period. They are responsible for overseeing setup/teardown and vendor load-in/load-out, coordinating timeline and logistics, and completing a post-event walk-through.





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### AUDIOVISUAL EQUIPMENT

Limited types of basic AV equipment are available including microphones, speakers, projectors and monitors. Additional fees may apply depending upon quantity used.

Rentals do not include onsite AV or technical support. Central Library staff is not responsible for troubleshooting client's computer, printer, mobile device or related software.

Onsite technical support is available for additional cost. AV Technician services include:

- Operating APL sound and video equipment (APL soundboard, microphones, projectors and screens)
- Serving as technology liaison for Outside Audiovisual Companies

The Central Library's AV panels, soundboard, mixers, lighting controls, and any backstage equipment may only be used by APL staff.

The Central Library offers laptops, tablets and other devices available for check-out for up to 4 hours during regular business hours for those individuals with a library card. Charging stations for mobile devices are available in a limited number of areas in the Central Library.

Additional AV needs may be coordinated with an outside vendor.

**Central Library Audiovisual Guide:** (equipment availability not guaranteed until event plan is confirmed)

[http://www.austinlibrary.com/downloads/special\\_events\\_audiovisual\\_guide.pdf](http://www.austinlibrary.com/downloads/special_events_audiovisual_guide.pdf)

**Central Library Rental Fee Schedule:**

[http://austinlibrary.com/downloads/special\\_event\\_rental\\_fee\\_schedule.pdf](http://austinlibrary.com/downloads/special_event_rental_fee_schedule.pdf)

### TECHNOLOGY & SUPPLIES

Free public Wi-Fi is available for all events. The Wi-Fi Network is "Austin Public Library." There is no password.

The Special Event Center has one dedicated network port available for client use. Clients with more extensive internet or Wi-Fi needs may contract an outside vendor.

Clients are responsible for providing all necessary office/meeting supplies for their own event, including pens, pencils, markers, paper, tape, staples, scissors, clipboards, name tags, Post-it notes, whiteboards, easels, table numbers, extension cords, surge protectors, batteries, computer clickers and adapters.

Black & white or color copies may be printed by the client on floors 2 – 6 of the Central Library during regular business hours. A library card is not required to access APL computers or copiers.





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## FURNITURE

Limited types and quantities of furniture are available for use during the event. Not all existing furniture may be moved or removed. Furniture from other areas of the Central Library may not be relocated to the event space. Furniture availability is not guaranteed until the event plan is confirmed.

Central Library custodians will arrange APL furniture per the agreed upon event layout before the start of the rental period. Based on the size and scope of the setup, fees for additional custodial staff may apply. Non-Library individuals are not permitted to move or remove APL furniture. **Any requests to modify event setup during the event period are subject to additional staffing fees.**

**APL does not provide room flips mid-event.**

Additional furniture may be coordinated by the client through the Central Library's exclusive caterer, an outside vendor or other party. Setup and breakdown of non-APL furniture is the responsibility of the client. All non-APL items must be removed from the premises by the end of the rental period.

Clients and vendors are responsible for providing all necessary tools/equipment for their own setup and teardown. APL does not provide carts, dollies, ladders or step stools.

**Standing on furniture is not permitted.**

## MODULAR STAGE

**A modular stage is available only in the Special Event Center.** Based on stage dimension and intended capacity, the client may be required to provide a stage permit from the COA. General guidelines are listed below.

Only APL staff may set up, modify or tear down the stage. Standard stage setup is 8'x16' at 2' height. **Additional fees apply for stages other than the standard setup.** Stage dimensions not listed above are subject to approval.

APL STAGE POSSIBLE SETUPS			
HEIGHT	POSSIBLE STAGE DIMENSIONS (9) 8'x4' panels	MAX CAPACITY	PERMIT REQUIRED
1' Riser (stairs available upon request)	8'x4'	2	NO
	8'x8'	4	NO
	8'x12'	6	NO
	8'x16'	8	NO
	8'x20', 8'x24', 12'X16', 16'x16'	10	NO
		11+	YES
2' Stage (stairs required)	8'x12'	6	NO
	8'x16' (standard stage)	8	NO
	8'x20', 8'x24', 12'X16', 16'X16'	10	NO
		11+	YES





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An ADA accessible ramp is available upon request for no additional fee. Stage dimension is restricted to 8'x20' with a ramp.

Non-APL stages or bleachers may be coordinated by the client through an outside vendor.

Final layout and any COA-required permits are due 14 calendar days before the event date.

### LAYOUTS / FIRE CODE

Layout requests and expected attendance are due to the APL Event Coordinator 30 calendar days prior to the event date. This information will be used to build your Event Plan and schedule APL staffing. If no changes are made, both the layout and Event Plan are considered final 14 calendar days before the event date. Any changes made within 14 calendar days of the event date are subject to additional APL staffing fees.

Capacities vary for each event space based on final layout. APL reserves the right to limit event capacity as needed.

Clients, vendors and event attendees must comply with all federal, state and municipal building and fire codes, Occupational Safety and Health Association (OSHA) regulations, and the Americans with Disabilities Act. General guidelines are below.

- Emergency exits may not be blocked at any time.
- Doors may not be obstructed, locked, blocked, or held open. Items may not be placed within 8' of a means of ingress or egress. Exit signs may not be obstructed from view by decorations or any other object or hanging materials. Chains or locks may not be placed on ANY facility door.
- Electrical cables or wires that cross any passageway must be properly taped to the ground with non-residue tape, provided by the client. **APL does not provide adhesive or taping for events.**
- Perimeter aisles must be at least 8' from any doors and 5' away from any walls.
- Interior aisles and furniture clearance must be at least 36" wide.
- Fire and emergency equipment may not be blocked or obstructed under any circumstance. All fire hose connections, extinguisher cabinets and fire alarm call stations must be visible at all times.

APL uses a layout software that can be shared with the client upon request.



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### DECORATIONS & PROHIBITED ITEMS

All decoration plans must be approved by APL. General guidelines are below.

**Prohibited** items and materials include, but are not limited to:

1. Helium balloons
2. Glitter, confetti, dry beans, feathers, bird seed or rice
3. Staples, tacks, nails or any other method used to attach items to APL furniture, fixtures, structures, walls, ceilings or floors
4. Adhesive of any kind on fire-treated surfaces (wooden walls, cement pillars) and painted walls
5. Anything that might stain, soil or damage floors
6. Open flame (candles, sparklers, and heaters)
7. Pets (service animals are allowed)

**Acceptable** items and materials include, but are not limited to:

1. Chafing dish fuel for catering purposes only
2. Non-helium balloons
3. Clings or non-residue film on windows, white acrylic walls, and hard floor surfaces (not on exit doors)
4. Non-residue adhesive on windows, metal window frames, and Event Center lobby acrylic wall
5. Low-adhesive tape to mark floors and secure cables
6. Battery-operated candles

### LOAD-IN / LOAD-OUT

Clients and vendors have access to APL facilities and the rented event space for load-in/load-out during the rental period only. If additional time is needed, the client is responsible for contracting the necessary rental time with APL in advance.

Access to the event space will be granted no earlier than the beginning of the rental period and not before APL staff is in place. Any unauthorized early access by the client or the client's vendors will result in event overtime fees.

All load-in/load-out must be conducted via APL-approved routes. Care must be taken not to damage walls, floors or any APL property. Clients and vendors must provide their own carts and dollies.

All items and materials brought in by the client, vendors or attendees must be removed before the end of the rental period. The client shall return event space and equipment in the same good condition and repair as it was given. **Event overtime fees go into effect at the end of the rental period and are billed by the hour.**





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### LOADING DOCK & SERVICE ELEVATOR

Clients may request use of the Central Library's internal loading dock for load-in and load-out, depending on the size and scope of the event. Access to the loading dock is restricted to vehicles with business automobile liability insurance coverage meeting COA requirements. **Personal vehicles are not allowed.** All requests to use the loading dock must be submitted 30 calendar days in advance of the event date. Due to limited vehicle capacity, availability of the loading dock is not guaranteed.

The client must provide a detailed schedule of vehicles accessing the loading dock. This schedule is considered final 14 calendar days prior to the event. Last minute additions or unscheduled access to the loading dock is not allowed. APL reserves the right to refuse entry to the loading dock at any time due to safety concerns or limited vehicle capacity.

**No parking is allowed in the loading dock.** Vehicles must be relocated immediately after loading/unloading is complete.

Load-in/Load-out via the loading dock requires use of the service elevator, which runs from the 1<sup>st</sup> to the 6<sup>th</sup> floor. It is accessible via its rear door, which faces the loading dock. APL staff escort is required for use, and additional staffing fees may apply. The service elevator is 5'W x 9'L x 9'H with a maximum load capacity of 5200 lbs.

#### COA Insurance Requirements for Loading Dock:

[http://www.austinLibrary.com/downloads/special\\_events\\_insurance\\_requirements.pdf](http://www.austinLibrary.com/downloads/special_events_insurance_requirements.pdf)

### STORAGE

**Do not ship meeting or event items to the Central Library.** APL is not responsible for items lost in shipment to the facility.

**Items may not be stored in the Central Library or event space before or after the rental period.** Space for storing items is limited during the event and not guaranteed.

Storage of loose or scrap packing materials is permitted in sealed crates or boxes only. Crate/box storage is not allowed in public corridors. Storage of flammable or combustible materials, mixtures, liquids, gases, hazardous or medical waste is not permitted.





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### CLEANUP & DAMAGES

The client should return the event space and any used equipment in the same good condition and repair as before the event period. Unwanted event and meeting items should be removed or placed in a receptacle. Discarded cardboard boxes must be broken down by the client for recycling.

APL custodians provide routine cleaning of event spaces. Tasks include cleaning floors and windows, removing trash and recycling, and cleaning and restocking restrooms. Non-routine cleaning is any cleaning of the walls, floors, furniture and other surfaces that cannot be effectively accomplished by broom sweeping, vacuuming or use of a mop or wiping cloth with a typical commercial cleaner.

The client must complete a post-event walkthrough with the APL Event Coordinator at the end of the rental period. Fees for damage and non-routine cleaning will be evaluated and assessed after the event and included in the final invoice.

Catering is responsible for food and beverage maintenance, cleanup and catering-related trash and recycling during and after the event.

### UTILITIES

The Central Library provides standard 120V/20A circuits with multiple outlets in the event spaces. Requests for higher voltages or amperages cannot be accommodated. Generators are not allowed inside the building.

Standard temperature set-point throughout the Central Library is 72° F. Requests for temperature adjustments during the rental period should be directed to the APL Event Coordinator.

All event spaces have access to men's and women's restrooms, non-filtered drinking fountains and bottle-filling stations. Family restrooms are located at the 3<sup>rd</sup> floor Youth and Family atrium and are accessible during regular business hours. Gender neutral restroom signage is available upon request.

### GREEN INITIATIVES

The Central Library is a LEED Platinum-Certified Building, utilizing sustainable site development, water and energy efficiency, materials and resources use, indoor environmental quality, and innovative design.

<https://www.leedatx.com/project/featured-projects/new-central-library>

Clients are encouraged to utilize recycling, composting and limited waste practices during events. The Central Library provides access to recycling receptacles in all event spaces and facilities. Compost containers are available upon request. Please discuss the use of eco-friendly and recyclable catering products with your catering manager.

#### **Austin Guide for Zero-Waste Events:**

<http://www.austintexas.gov/department/zero-waste-events>

**library.austintexas.gov/rental | 512-974-7585**





# Central Library Facility Use Policy Manual

## Updated October 1, 2020

Central Library Event Services Office  
P.O. Box 2287, Austin, TX 78768-2287  
512-974-7585 or Relay Texas 711

### PARKING

Limited paid parking is available onsite in the Central Library's underground garage. Spaces are first come, first served, and parking is not guaranteed. The Event Services Office is not able to reserve parking.

The garage opens to the public at 9:30am, seven days a week. Events scheduled before 9:30am will be granted early access to the garage by APL security.

There are up to 200 parking spaces, including ADA-accessible spaces and spaces designated for compact and electric vehicles. Parking is monitored by the Austin Transportation Department's parking enforcement officers. Improperly parked vehicles may be ticketed and/or towed at the owner's expense.

**PLEASE NOTE: Monday through Friday, from 5am-5pm, 60 spaces on the south side of level P1 of the Central Library's underground garage are reserved for APL staff. These spaces are clearly marked "Reserved".**

Payment is managed by ABM Parking & Transportation Services. There is an automated payment kiosk at the garage exit. For events held during regular business hours, there is a pre-pay kiosk located on the 2<sup>nd</sup> floor across from the Circulation Desk. All major credit cards are accepted.

Clients may opt to pay for their attendees' parking by requesting a parking validator through the Event Services Office. Each stamped ticket will be billed directly to the client through ABM. Standard hourly rates apply.

The vehicle height limit for the underground garage is 7 feet.

#### **Additional Parking Information/Fees:**

<http://Library.austintexas.gov/central/parking>

### FILMING & PHOTOGRAPHY

Filming and photography for event-related purposes is allowed in the event space during the rental period. Requests for event-related filming and photography outside of the event space and/or rental period must be submitted to APL Event Coordinator at least 30 calendar days prior to the event date for approval. Additional fees may apply.





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### TEXAS LIBRARIES FIREARM POLICY

APL abides by Texas Penal Code Title 10, Chapter 46, in regards to firearms. Individuals who hold the proper license may legally carry handguns and rifles inside the Central Library's public spaces, unless the event is:

- a school-sponsored activity (Texas Penal Code §46.03(a)(1))
- during early voting or on election day if the library is a polling place (Texas Penal Code §46.03(a)(2))
- a meeting of a governmental body, such as a public library district board meeting, but only in the room where the meeting is being held (Texas Penal Code §46.035(c))

Any events that are open to the public are considered to be on Library property, and state law will apply. Only uniformed peace officers may enforce or police Texas gun laws. APL reserves the right to call 9-1-1 at any sight of suspicious activity.

#### Private Events:

Should a client holding a private event opt to ban firearms within their event space, APL can provide guidance, but may not coordinate or enforce this policy. The client is fully responsible for providing proper signage, uniformed police officers, and any additional staff for enforcement.

**Texas Penal Code 10, Chapter 46:** <https://statutes.capitol.texas.gov/Docs/PE/htm/PE.46.htm>

### TOBACCO USE

By COA ordinance, smoking is not allowed in public places or within 15 feet of any pedestrian entrance. Individuals are prohibited from using tobacco at any time on the Central Library's premises, including the building, roof garden, parking garage and external grounds. This policy applies to cigarettes, cigars, chewing tobacco, snuff, snus, pipes, electronic smoking devices and any non-FDA approved nicotine delivery devices.

### ACCESSIBILITY

APL is committed to providing accessibility for all and adheres to the Americans with Disabilities Act (ADA). Building accommodations include accessible sidewalks, ramps, elevators and restrooms. Braille signage is posted for public amenities. A private lactation room is available on the 2<sup>nd</sup> floor during regular business hours. Please contact the APL Event Coordinator if additional assistance is required.

