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Transylvania County Library Amphitheater Use Policy

The Transylvania County Library Amphitheater is made available to community groups, organizations and businesses as part of the Library's mission to support the educational, cultural and civic activities of the community. These regulations are not intended to control the content of programs or events held in the Library Amphitheater, but to set basic terms and conditions for its use. Programs and activities conducted by or for the Transylvania County Library and Transylvania County Government have priority for use of the Library Amphitheater and are not subject to the provisions of this policy.

The Library Amphitheater may not be used for any activities likely to disturb regular Library functions or for any unlawful purposes. For-profit businesses may use the facility for training and similar in-house functions only. Selling, soliciting, prospecting for customers, taking orders or other strictly commercial purposes are not allowed. Non-profit organizations may charge registration fees or collect donations for cost-recovery only. Such actions must be approved in advance by the Library Director. Proof of 501(c)3 status may be required. Use of the Library Amphitheater by individuals, businesses and organizations for purely social events or for fundraising events is prohibited. The Library Director and/or the Transylvania County Board of Commissioners reserve the right to deny use of the facilities for any purpose or activity.

No organization may reserve the Amphitheater for the same date and time on a continual basis. The Amphitheater may be reserved up to six months in advance, but normally, no less than two weeks in advance. Each event must be reserved with a separate application. No event may last longer than three consecutive days. An informal request will hold the Amphitheater for three days if it is not already committed. A completed and signed application and payment must be submitted to the library administration within that time or the reservation will be cancelled. A rental fee and a refundable security deposit will be required at the time a reservation is made for the use of the Amphitheater. See the separate fee schedule.

Groups using the facilities are required to set up for and clean up following their events. Groups must leave the Amphitheater, Library grounds, sidewalks and parking lot clean and in good condition. Groups may not attach signs, banners or any other materials to any wall or other surface without permission of the Library Administration. Groups may not install tents, signs, stakes or otherwise disturb the Library landscaping and grounds without prior approval by the Library Director. If the Library staff

determines that special clean-up and/or damage repair is required after a group's use, the group will be charged for janitorial services and other incurred costs. The cleaning and special services charges apply to all Amphitheater users. The security deposit will be applied to meet costs, and additional charges will be assessed if necessary.

Each group using the Library Amphitheater assumes full responsibility for damage to the facility. The authorized representative of the group submitting the application shall attend the event and be personally responsible for the group's adherence to this policy. Any loss or damage must be promptly reported to Library Administration.

Attendance must be limited to the number set by local fire code regulations. Parking space is limited. Therefore, event planners must notify the Library of the expected attendance. If the event is held during Library hours, event planners will be instructed which area of the library parking lot will be available for their use. The Amphitheater may be used only between the hours of 8:00 AM and 10:00 PM. Set-up and take-down for events are allowed for a reasonable amount of time before and after these hours.

Events held in the Library Amphitheater may not disrupt the use of the Library by others. Persons attending events in the Amphitheater are subject to all Library, City of Brevard and Transylvania County regulations. Consumption of alcoholic beverages and the use of tobacco products are strictly prohibited in the Library Amphitheater. A Library representative may be present at any time during any event. Event planners must provide their own equipment. The Library provides no equipment for Amphitheater events. Restroom facilities are available only if prior arrangement has been made with the Library. If the restrooms are used, the event sponsors must ensure that they are left clean and in good condition. Portable toilets are prohibited.

There is no rain location for Amphitheater events. In some cases, a separate rental agreement may be completed, with an additional rental fee, for use of the Rogow Family Community Meeting Room. However, this fee will not be refunded if the room is not used. If an event must be cancelled due to inclement weather, the deposit for the amphitheater and, if applicable, the Rogow Room will be refunded. If the event is cancelled by the event planners less than 14 calendar days before the date of the event, the deposit will be returned but the rental fees will not be refunded. If the cancellation is made more than 14 calendar days before the event date, both the rental fees and the deposit will be refunded.

The Library cannot provide supplies of any sort for events. The Library staff is not available to assist Amphitheater users with set-up, clean up or other duties. The Library is not responsible for any loss or damage to equipment, supplies, or other material brought onto Library premises.

Use of the Transylvania County Library Amphitheater does not imply endorsement, support, or co-sponsorship by the Transylvania County Library or

Transylvania County Government of the activities that take place in the Amphitheater or of the beliefs or policies of the group using the Amphitheater. Groups using the Amphitheater may not imply such support or endorsement in any advertising, invitations or publicity. ***The following statement must be included in all advertising and publicity: "This event is neither sponsored nor endorsed by the Transylvania County Library or Government."***

Groups and individuals failing to comply with any part of this policy, or other established procedures of the Transylvania County Library or Transylvania County, may be denied further use of the facilities.

I have read and understand the policies stated above. I will ensure compliance by the group on whose behalf I have reserved a meeting space.

Date

Name and Organization

Approved by the Board of Trustees of the Transylvania County Library
March 20, 2007

Approved by the Transylvania County Board of Commissioners
March 26, 2007

Revision approved by the Board of Trustees of the Transylvania County Library
May 21, 2015