



SALT LAKE COUNTY LIBRARY SERVICES

Authorized By:		Salt Lake County Library Services Board of Directors				
Subject:		Viridian Event Center Policy				
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Policy Statement

In keeping with Salt Lake County Library Service’s commitment to provide relevant services and enrich the lives of members of the community, we provide Viridian Center event space where the public may gather to share ideas and information. Although library sponsored and cosponsored programs have priority over all other room reservations, the library invites groups to use the event center for programs and events. Space is available on equal terms by all individuals and groups regardless of their beliefs or affiliations, as stated in the American Library Association’s Library Bill of Rights.

Please read carefully to fully understand Renter responsibilities.

Definitions

Renter – Individual or group wishing to rent the Viridian Event Center.

Nonprofit – All nonprofits must be registered with the State of Utah and be able to provide a valid 501(c)3 designation.

Viridian Event Center (VEC) – The building located at 1825 W 8030 S, West Jordan provides 15,000 square feet of configurable event space with access to an outdoor amphitheater conceived to accommodate large indoor/outdoor events. (See Viridian Event Center description)

REGULATIONS

1.0 Reservations

- 1.1 Reservations are scheduled on a first come first serve basis within adopted priorities.
 - a. SLCO Library Services meetings and activities and Library co-sponsored events may be booked two (2) years prior;
 - b. West Jordan City and West Jordan City-sponsored meetings and activities may be booked one (1) year prior to the event;
 - c. Salt Lake County meetings and activities may be booked 11 months prior to the event;
 - d. Open reservations for all other renters may be booked nine (9) months prior to the event.

- 1.2 Groups wishing to use the VEC will incur a rental fee and a variety of equipment and service charges based on the needs of the event. (See Rental Fee Schedule)

- 1.3 A person wishing to rent the VEC will submit to the VEC staff a rental application including a detailed description of the proposed use of the VEC before staff approves such use and reservation.
- 1.4 The person reserving the room must agree to the terms and conditions of the use of the space set out in the contract. (See Rental Contract)
- 1.5 The person reserving the room must be at least 18 years old.
- 1.6 Electronic signatures are considered valid.
- 1.7 Reservations may be available when the library is closed. Such requests are considered by the VEC staff.
- 1.8 Staff will provide Renter with a checklist detailing Renter responsibilities such as payments, deposits, permits, catering coordination, insurance, rental equipment, etc.
- 1.9 Multi-day rentals are limited to five (5) consecutive days within a 30-day period.
- 1.10 To provide fair access to all groups, reservations will be limited to ten (10) reservations per year for a non-Salt Lake County Library organization or group. Exceptions to these limitations will require the approval of the VEC staff.

2.0 Non-exclusive Use

- 2.1 Complete privacy within the VEC cannot be guaranteed during public hours.
 - 2.1.2 The attached West Jordan Library and shared lobby are open to the public from 10 am to 9 pm Monday through Thursday and from 10 am to 6 pm Friday and Saturday. Renter agrees not to interfere in any way with the ordinary use by others of any portion of the building or grounds or to interfere with Library business.
- 2.2 The event center shall be governed at all times by VEC authorized management staff.

3.0 Rental Rates/Associated Costs

3.1 Security Deposit

- 3.1.1 A refundable security deposit is due with the return of the contract to secure the reservation.
- 3.1.2 An additional deposit is due for the use of the kitchen. (See Rental Fee Schedule)
- 3.1.3 After the event, VEC staff will apply the security deposit against payment for any damages and any other unpaid charges incurred. The VEC staff will process a refund of any remaining portion of the deposit when conditions of the contract are met.

3.1.4 Staff will provide Renter with a final reconciliation of any charges, fees, etc.

3.1.5 Charges exceeding the amount of the security deposit will be due in ten (10) days of notification by the VEC.

3.1.6 In the event the premises are damaged and prevent other scheduled events from occurring, the Renter shall be responsible for any and all refund of deposits for those events.

3.2 Sums Due and Owing

3.2.1 All sums due to the VEC must be paid 30 days prior to the event.

3.2.2 Any outstanding balance remaining, less the security deposit, will be charged to the appropriate authorized credit card on file or the appropriate authorized direct billing account.

3.2.3 If an amount is invoiced to Renter, it shall bear interest at the rate of 1.5% per month from date due until date of payment.

4.0 Cancellation

4.1 Renter has the right to cancel based on the terms of the contract. (See Rental Contract)

4.2 VEC has the right to cancel based on the terms of the contract. (See Rental Contract)

5.0 Catering

5.1 Food or drink will be allowed within the Viridian Event Center with prior VEC approval.

5.2 VEC does not supply food and beverage catering and requires the use of caterers from an approved list. (See Approved List of Caterers)

6.0 Equipment

6.1 VEC does not supply additional equipment other than what is on site but can suggest local suppliers.

7.0 Security Staffing

7.1 Security needs will be determined at the discretion of the VEC staff and coordinated with Renter. Renter will pay all security costs. (See Rental Fee Schedule)

8.0 Clean Up

- 8.1 Renter agrees to leave VEC as they found it and to remove everything brought into the premises. This includes removal of all trash from tables, chairs, and floors.
- 8.2 Renter will be charged cleanup fees and any additional hours will be documented in the final event reconciliation.
- 8.3 Individuals or groups may only store their property at the event center with prior approval from VEC staff.
- 8.4 If the Renter fails to remove items brought into VEC promptly VEC will remove or dispose of them at Renter's expense.

9.0 Special Conditions

- 9.1 When necessary, the VEC and Renter may agree upon additional special conditions which will become part of the contract.

10.0 Renter Responsibilities

10.1 Decorations

- 10.1.1 VEC reserves the right to approve the location and manner of displaying decorations. Without limitation, the VEC may require the removal of any decorations that do not conform to the following guidelines:
 1. The exhibits, furniture, equipment, personal property, physical improvements, landscaping, on premises may not be moved, rearranged or otherwise disturbed.
 2. Renter may install decorations only in the area rented and in the area(s) approved by VEC.
 3. Potted plants may not be used for decorations.
 4. No signs, banners or displays may be affixed to any wall or structure at the VEC other than as pre-approved by VEC staff.
 5. No tape or other fasteners may be placed on any furniture, fixtures or improvements.
 6. Displays must be soundly constructed to protect persons and property from damage and protected from the elements and vandalism and comply in all respects with all federal, state and City statutes, regulations, and ordinances.
 7. Displays must not obstruct or impede access to and through entrances, exits or passageways. The placement of displays shall be subject to prior approval by VEC staff.
- 10.1.2 If Renter wishes to make electrical or plumbing hookups, etc., such actions must be approved in advance.

10.1.3 Renter will not obstruct passageways, ventilation ducts, lighting, windows, etc. without the prior approval of the VEC staff.

10.1.4 Renter agrees not to have items delivered prior to the scheduled rental period, i.e., floral displays, table decorations, cakes, etc. without prior VEC approval.

10.2 Fire Code

10.2.1 Renter agrees to at no time exceed occupancy limits designated by fire code. Renter is responsible for any fines imposed by the Fire Marshall for exceeding this limit.

10.3 ADA

10.3.1 Groups are responsible for complying with the ADA (Americans with Disabilities Act) and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices.

10.4 Liability/Damage/Insurance/Indemnification

10.4.1 Renter agrees to liability/damage/insurance/indemnification as stated in the contract. (See Rental Contract)

10.4.1.1 **INSURANCE** Renter agrees to provide commercial general liability insurance in which Renter is named as insured and Salt Lake County is named as an additional insured in amounts stated in the contract. (See Rental Contract)

10.4.2 **DISPUTE** - If there is a dispute involving this contract, the terms of this document and the laws of the State of Utah will be used to resolve the conflict.

10.4.2.1 Groups may appeal first, to the Library Administrator and finally, to the Library Board of Directors.

10.5 The VEC reserves the right to deny use to any group for failure to follow Library rules, to preserve a safe environment or for any emergency which may arise.

10.5.1 Renter will not allow any violations of the law.

10.5.2 Renter will cooperate with and follow the directions of the VEC staff.

10.5.3 If VEC staff believes that an event is becoming dangerous to patrons or is threatening VEC or Library property, VEC staff will ask Renter to rectify the problem.

10.5.4 If the problem is not corrected immediately, VEC staff may close the event and require Renter to leave.

10.5.5 Renter will be responsible for the full payment of the balance due.

11.0 Prohibited Uses

11.1 Events involving the presence or use of any firearms, live ammunition, or hazardous substances are not permitted without prior approval of the Library Director unless otherwise authorized by law.

11.1.1 This restriction is not intended to preclude the use of the facilities by law enforcement personnel in the course of their duties or otherwise in accordance with State law.

12.0 Theft

12.1 VEC is not responsible for any group's equipment, materials or personal belongings damaged or stolen.

13.0 Wireless and Hardwired Internet Access

13.1 Users should consider all unencrypted communications over the VEC wireless network as insecure and available and all content as clear text.

13.2 Although Internet access does not increase the likelihood of acquiring a virus, viruses may be transmitted via e-mail attachments. Users should run and install virus protection programs.

13.3 VEC and Salt Lake County Library Services are not responsible for damage, theft or loss of any kind to a user's equipment, software, data files or other personal property brought into or used in the VEC.

14.0 Event Requirements

14.1 Permits/Licenses

14.1.1 Renter shall obtain and possess all other permits and licenses required for its event.

14.1.2 Renter shall provide VEC with copies of all relevant permits and licenses with the final payment at least Thirty (30) days prior to the event.

14.1.3 All permits and licenses must be in the possession of Renter during the event and must be available upon request by any VEC staff or other jurisdictional authorities.

14.1.4 It is Renter's responsibility to obtain the additional permits and licenses required by all other jurisdictional authorities.

14.1.5 VEC staff will provide a list of other jurisdictional authorities that may require additional permits. The County makes no representation as to the correctness or completeness of this information.

14.2 Alcohol Use

14.2.1 Alcohol won't be served to anyone under the age of 21.

14.2.2 All alcohol permits will need to be arranged through the caterer.

14.2.3 VEC staff reserves the right to ask guests for identification to verify age and to stop the event if regulations aren't being followed.

14.3 Non Smoking Policy

14.3.1 Smoking is expressly prohibited on the property or at the VEC.

14.4 Advertising

14.4.1 Renter shall not distribute, circulate or permit to circulate any advertising materials or programs on or adjacent to the VEC premises without prior review and written approval of VEC.

14.5 Parking

14.5.1 Free parking is available at VEC. VEC does not guarantee a specific amount of parking with the rental.

14.6 Music/Entertainment/Other Contractors

14.6.1 Renter may select the musicians, DJ, photographer, equipment rental company and other contracted vendors, except for caterers, as required for its event and as approved by VEC staff. (See Approved List of Caterers)

Attachments:

Viridian Event Center description

Rental Fee Schedule

Rental Contract

Approved List of Caterers

Adopted by the Salt Lake County Library Board of Directors, June 11, 2012

Richard H. Nixon, Library Board Chair