Section: Administration

Subject: Birthday Party Reservations

Effective Date: (Effective 10/16/19)

Summary: This document outlines the rules for birthday party reservations at the Indian Creek Library Children/Program room.

Policy:

- A person requesting a birthday party reservation ("renter") must submit the request to the Event Coordinator.
- The Event Coordinator will provide the renter a digital folder containing all communication between the Library and the renter as well as all contracts, room layouts, and cancellations.
- A physical folder containing all the details for the birthday party will be available at the Library for staff at the time of the birthday party.

Guidelines:

Library Access

- Please arrive no more than fifteen (15) minutes before your scheduled birthday party time. Please meet your guests in the lobby of the Library. Guests will not be allowed into the Children/Program Room ("the Room") prior to the birthday party’s scheduled time. All birthday party attendees must leave the Room at the end of the birthday party’s scheduled time.

Set Up

- The Room will be set up in a standard party layout. If furniture is moved, the renter must return the Room to the standard party layout.

Clean Up

- Staff will inspect the condition of the Room at the end of the birthday party. Failure to comply with cleanup guidelines, including, but not limited to any damages which occur from food/beverages, will result in additional charges. The renter is responsible for and will be charged for any damages. The Library will invoice the renter by email or mail and payment is due within thirty (30) days of notice.

Decorations

- The renter may bring decorations, with the following restrictions:
  - No materials, lighting, adhesives or any physical structures should touch the walls, ceiling, light fixtures or any part of the facade or interior of the building - at any time, for any reason.
  - No flames aside from candles on birthday cake.
  - No glitter or confetti.
  - No artificial smoke machines.
  - No fireworks of any kind or sparklers.
ADMINISTRATIVE POLICY MANUAL

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Food & Drink

- The renter may bring food and non-alcoholic beverages to serve during the birthday party and store them in the Library’s available refrigerators and freezers. All food and beverages must be removed from the Room and the refrigerators and freezers no later than thirty (30) minutes after the party’s scheduled end time. The renter is not permitted to use Cafe supplies (i.e. cups, plates, napkins, sugar, creamer, coffee, etc.).

Birthday Party Guests Conduct

- All guests are always expected to behave responsibly. The renter must make sure that all birthday party children are always supervised by an adult. Staff will issue a single warning for causing a disturbance prior to asking the birthday party guest(s) to leave the Library.

Availability

Parties are booked on a first come/first serve basis.

Cancellations

If you cancel your event, refunds are as follows: Rental fees can be transferred to another available date.

<table>
<thead>
<tr>
<th>If the event is cancelled:</th>
<th>Refundable Payments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 Days prior to the event</td>
<td>Total amount paid.</td>
</tr>
<tr>
<td>119 days to 31 days prior to the event</td>
<td>50% of amount paid</td>
</tr>
<tr>
<td>30 days or less prior to the event</td>
<td>No refunds</td>
</tr>
</tbody>
</table>

PARTY PACKAGES:

Your child will have a birthday to remember at Indian Creek Library!

Choose from the packages below and let us help you throw a great birthday party!

**2 hour Party Package**

Room Rental Only: $100
Use of the Children/Program Room for 2 hours
Set up must occur during this time.
Up to ten (10) children participants
1 coupon (good for a free book from the Friends of the Library bookstore) given to the birthday child.

Available party times:

<table>
<thead>
<tr>
<th>Saturday</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 am – 12:00 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 – 3:00 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00-3:00 pm</td>
<td></td>
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</tbody>
</table>

**3 hour Party Package**

Room Rental Only: $150
Use of the Children/Program Room for 3 hours
Set up must occur during this time.
Up to ten (10) children participants
1 coupon (good for a free book from the Friends of the Library bookstore) given to the birthday child.

Available party times:

<table>
<thead>
<tr>
<th>Saturday</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>10:30 am – 1:30pm</td>
<td></td>
<td></td>
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<tr>
<td>1:30 – 4:30 pm</td>
<td></td>
<td></td>
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<tr>
<td>Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00-4:00 pm</td>
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