

ENGLEWOOD PUBLIC LIBRARY

POLICIES

PHOTO SHOOT POLICY

The Englewood Public Library may be used as a venue for photo shoots lasting less than one hour in duration, in accordance with the following:

- All photo shoots must be held after closing hours.
- Applications for use of the library for a photo shoot must be made two weeks in advance, at the discretion of the Library Director.
- The cost of rental for photoshoots is \$200 between Monday and Saturday and \$300 on Sunday. Rental fee must be paid by check at least one week in advance of the photo shoot by certified or bank check.
- In addition to the rental fee, a security deposit in the amount of \$500 is required at least one week in advance of the photo shoot. The deposit will be returned following the photo shoot, unless there is damage to library property or if unexpected expenses are incurred as a result, including but not limited to cleaning service fees or additional staff time required for cleanup or repairs as a result of the photo shoot.
- No food or beverages of any type are permitted.
- The library will not provide speakers, power cords, extension cords, or microphones.
- The library will provide up to 50 chairs for an additional fee of \$50.
- At least one member of the Englewood Library Staff, or a designee from the City of Englewood, must be on premises during a ceremony.
- Acceptance of applications for the use of the library for a photo shoot may be rejected if staffing is not available or if it conflicts with other library events or programming.

Reviewed by the Englewood Library Policy Committee

Approved: 8/16/21
