

# ENGLEWOOD PUBLIC LIBRARY

## POLICIES

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### WEDDING POLICY

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

- All weddings must be held after closing hours.
- Applications for use of the library for a wedding ceremony must be made two weeks in advance, at the discretion of the Library Director.
- The cost of rental for weddings 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 ceremony 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 ceremony. The deposit will be returned following the ceremony, unless there is damage to library property or if unexpected expenses are incurred as a result of the ceremony, including but not limited to cleaning service fees or additional staff time required for cleanup or repairs as a result of the ceremony.
- 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.
- Ceremonies must be held on the main floor of the library only.
- Only ceremonies may be held, lasting no longer than one hour. No receptions.
- 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 wedding ceremony may be rejected if staffing is not available or if it conflicts with other library events or programming.

Approved: March 18, 2019

Amended: July 8, 2019