

## **Terms for Use of Boulder Public Library Theater for Nonprofit Organizations**

Purpose: The Boulder Public Library maintains the Canyon theater and Canyon gallery primarily for library-related activities. However, the theater and gallery may be rented by individuals or groups on a space-available basis, in accordance with the Library Bill of Rights and subject to the following terms and conditions:

1. **Scheduling:** Arrangements for the use of the theater and/or gallery must be made with library staff. The theater may not be scheduled for more than two events by the same group at one time. The theater may be used during the normal operating hours of the main library. These hours are:

Monday through Thursday, 10 a.m. to 9 p.m.  
Friday and Saturday, 10 a.m. to 6 p.m.  
Sunday, Noon to 6 p.m.

Any event occurring after regular library operating hours will involve additional charges.

**Special notice:** The city of Boulder limits free parking outside of the main library to three hours between 8 a.m. and 7 p.m. Monday through Friday. If you plan to stay for more than three hours during these hours, you are advised to park elsewhere. If you have questions regarding parking, please contact Parking Services at 303-441-7300.

All events must end by 9 p.m. and the theater or gallery must be vacated by 9:15 p.m. A before-and-after hours fee of \$35/hour will be charged to cover the cost of staffing beyond normally budgeted hours. Rental time includes time for set-up and dismantling.

The theater or gallery may be used by any group; however, library and city activities take precedence for facility use in that there are no restrictions in reserving dates. Contracted dates with outside organizations will not be superseded. The gallery may not be available for rent, depending on the current art exhibit.

2. **Capacity:** The theater seats 208 people (204 fixed seats and four wheelchair spaces). City of Boulder fire code requires that no group exceeds this capacity.

3. **Reservation Policy:** Application for reservations must be made to library staff during regular business hours. Applicants must read these policies, and complete and sign the application form. Library staff will review the application and determine approval or rejection.

Each group using the theater or gallery must sign a statement accepting responsibility for damage or loss to library equipment and furnishings or art work. The person who signs the statement is responsible for the conduct of the group, and for making others in the group aware of the terms of this contract, and should make him/herself known to a member of the library staff at the beginning of the event.

A \$100 deposit is due at the time a reservation is made. The deposit is necessary to confirm the reservation; reservations will not be held until the deposit is made. The \$100 will be held as a damage deposit, and refunded if the theater and/or gallery are left in good condition.

Payment in full by check made out to the Boulder Public Library is due at least one week prior to the event. (See attached fee schedule)

4. **Fees:** A fee schedule for use of the Canyon theater and Canyon gallery is attached. A fee is charged to cover the costs of utilities, building maintenance, supervision, and general wear and tear.

5. **Cancellation Charge:** Cancellations must be received 10 days prior to the scheduled event; the renter will forfeit the deposit if the cancellation is received after this time.

6. **Conditions of Facility Use:**

- Theater equipment may be operated only by library personnel, at an extra charge of \$40/hour. In each case that library equipment is to be used, library staff must be scheduled and paid in advance of the event. Use of library equipment is based on availability of the equipment and library staff. The renter must advise staff of this need at least two weeks before the event. If groups have a need for visual projections, sound, amplification, or lighting equipment, they may provide their own equipment.
- The user will restore the facility to the condition outlined in the attached checklist. The user will be required to pay all damages, losses, and the cost of excessive clean up, including damage to art work in the gallery, ramps and corridors. This cost will be deducted from the damage deposit, or charged directly to the user, if in excess of \$100.
- Nothing may be attached to the painted walls, ceiling, furniture, or screen in or around the theater or gallery. Fire code prohibits any open flames, including incense or candles.
- Equipment, supplies, or personal belongings of a group may not be stored or left in the theater, gallery or library. The library is not responsible for lost or stolen items.
- Library business phone use will be limited to emergency calls only. No telephone messages will be taken. A pay phone is available in the south wing of the library when the south wing is open.
- By city ordinance, smoking is prohibited on the premises. Alcohol may not be served in the library during open hours. If a private event is held after operating hours, alcohol may be served at the event, provided that the necessary permits have been secured by the organizer of the event. All city and state laws with regard to serving alcohol remain in effect and must be upheld by the organizer of the event.
- There are no kitchen facilities available; groups wishing to serve limited refreshments may do so with the approval of library staff. All food and drink must be confined to the

gallery and/or the adjacent lobby area. No food or drink is permitted in the theater. It is recommended that wet foods (for example, food that must be eaten with a spoon) be avoided; “dry” finger foods are preferable.

- The piano is for library and city of Boulder programs only; other groups wishing to use the piano may do so by obtaining permission from the library staff. A usage fee of \$100 will be charged. Only library staff is allowed to move the piano.
- Children must be supervised by adults at all times.
- Music and noise must be kept to a reasonable level, and in accordance with the city of Boulder noise ordinance and library rules.
- It is the opinion of the City of Boulder Attorney that although discrimination against religious or spiritual groups in the rental of city of Boulder meeting spaces is unconstitutional, use of city facilities for religious services or purposes on a routine basis is not appropriate.
- Distribution of promotional or information materials, or the sale of any products or goods must be limited to the area adjacent to the theater and may take place only during contracted rental hours. Materials may not be distributed or sold before or after the rental period. Groups must obtain a sales tax license and comply with all applicable city and state laws.
- While ceremonies such as weddings and memorial services may be permitted in the theater or gallery, funeral services involving human remains (in any form or type of container) are not allowed.
- Please call Joel Haertling at 303-441-3197 to confirm your rental booking in the theater or Greg Ravenwood at 303-441-4397 for gallery rental before distributing any advertising, publicity or announcements. Also, please call one week before the event to re-confirm the booking and to take a walk-through of the facility.
- Renters assume all responsibility of ticket sales and for promoting their event. Library staff will not sell tickets for any theater or gallery rental event. Please keep Joel Haertling informed of any pertinent information regarding your event, e.g. ticket prices, who is selling tickets, and contact for information regarding the event. The library cannot be used as a contact for information about the event or ticket sales.

7. **General Policy Information:** Responsibility for implementation of this policy and for scheduling the use of the theater and gallery rests with the library staff. The Library/Arts Director retains final authority for implementing this policy.

Granting permission to use library facilities does not constitute endorsement by the library of the group or its beliefs.

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BOULDER PUBLIC LIBRARY THEATER/GALLERY  
RENTAL FEE SCHEDULE  
NON-PROFIT ORGANIZATION RATES

Verified Non-Profit Organizations (include 501(c)3 letter from I.R.S. with your application)	\$200 for first three hours (minimum rental), then \$75/hour, and \$35/hour before and after hours monitoring fee
Canyon gallery only	\$50/hour (based on availability and approval)
Canyon gallery plus Canyon theater	\$25/hour in addition to theater rental fee (based on availability and approval)
Audio-visual monitoring (e.g. video projection, audio playback, etc)	\$40 /hour

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**BOULDER PUBLIC LIBRARY**  
**APPLICATION FOR USE OF MAIN LIBRARY THEATER**

\_\_\_\_\_ Date of Application

Date theater is requested: Su Mo Tu We Th Fr Sa Date: \_\_\_\_\_

Beginning time of use: \_\_\_\_\_ Ending time of use \_\_\_\_\_

(You will be charged for these hours)

Start time of event: \_\_\_\_\_ End time of event: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Contact person's name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Description of theater use, including audio-visual requirements if applicable (e.g. video  
projection, audio playback, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected size of audience/participants? \_\_\_\_\_

- |   | YES   | NO    |
|---|-------|-------|
| 1. Is this group an entity of the city of Boulder government?                                       | _____ | _____ |
| 2. Is this group a Boulder Public Library-related organization?                                     | _____ | _____ |
| 3. Is this group a non-profit organization? If yes, attach a copy of the 501(c)3 letter from I.R.S. | _____ | _____ |
| 4. Is there a fee for people to attend? Please detail.<br>_____                                     | _____ | _____ |

5. Will refreshments be served or consumed? Please detail\*. \_\_\_\_\_  
 \*(Refreshments are not permitted to be served or consumed in the theater, and separate bookings and fees are necessary to arrange for receptions to take place in the Canyon gallery in all cases)

- |   |       |       |
|---|-------|-------|
| 6. Will the piano be used at this event? (\$100 usage fee required) | _____ | _____ |
| 7. Is the purpose of your meeting religious worship?                | _____ | _____ |

I HEREBY AFFIRM THAT I HAVE READ AND WILL ABIDE BY THE RULES OUTLINED IN THE BOULDER PUBLIC LIBRARY THEATER AND GALLERY RENTAL POLICY AND BOULDER PUBLIC LIBRARY RULES OF CONDUCT.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Patron Library Card or Driver's License Number: \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

**FEES**

Minimum 3 hour rental fee for theater	= \$ _____
Additional theater rental fee per hour _____ hrs. x \$ _____	= \$ _____
Before-and-after hours monitoring fee per hour _____ hrs. x \$ _____	= \$ _____
Piano usage fee \$100	= \$ _____
Audio-visual monitoring fee per hour _____ hrs. x \$ _____	= \$ _____
Canyon gallery rental fee per hour _____ hrs. x \$ _____	= \$ _____

TOTAL \_\_\_\_\_ = \$ \_\_\_\_\_

Date received \_\_\_\_\_ check no. \_\_\_\_\_

**DAMAGE DEPOSIT**

A separate deposit is required in order to reserve the theater. Your check will be returned in full if the theater and/or gallery is left in good condition.

TOTAL \$100

Date received \_\_\_\_\_ check no. \_\_\_\_\_

Please read through the material and keep for your reference. Complete the application and send with a deposit check of \$100.00 made out to the Boulder Public Library to:

Theater

Joel Haertling  
Boulder Public Library  
1000 Canyon Blvd.  
Boulder, CO 80302  
[haertlingj@boulder.lib.co.us](mailto:haertlingj@boulder.lib.co.us)  
(303) 441-3197

Gallery

Greg Ravenwood  
Boulder Public Library  
1000 Canyon Blvd.  
Boulder, CO 80302  
[ravenwoodg@boulder.lib.co.us](mailto:ravenwoodg@boulder.lib.co.us)  
303-441-4397

FAX 303-441-4119

## Boulder Public Library Canyon Theater Checklist

### Key

- key to the theater is available from the switchboard personnel on the south side of the theater and must be signed out
- turn the key to the right to unlock the doors, and to the left to open the doors
- please lock all the doors and return the key to switchboard personnel after your event

### Lights

- fluorescent cove lights are operated by switches next to the doors at the back of the theater
- preset stage lights are operated at the center of the back of the theater on the wall
- stage lights are pre-set and can be used in any combination
- please see the descriptive sign next to the stage lights

### Screen

- the screen is operated by a switch at the center of the back of the theater on the wall at knee level under the control table
- hold the switch in position until it stops completely for lowering or raising the screen
- only lower the screen just before use, and raise it immediately after use.

### Podium

- the podium is housed in the backstage area and is accessible by going through the backstage door
- power is in the wall of the stage area
- two separate volume controls, and a power switch are on the inside of the lectern area

### Piano

- the piano is locked in the backstage area and is accessible by going through the backstage door
- use of the piano requires a \$100 usage fee
- the piano must be moved by library staff only and returned back stage by library staff
- nothing is to be placed on the piano at any time

Audio/Visual equipment may be operated only by library personnel, based on availability and at a cost of \$40/hr.

Please return all equipment to its original place or position, lock all doors and turn out all lights. All tables and chairs must be removed from the gallery and should be left in the condition prior to the event.

Emergency contact Joel Haertling 303-931-5659