

Weddings In The Library Policies

Weddings in the library

We would need to amend the our policy for meeting room use / currently does not allow private social functions in the meeting room

The use of the library for a wedding would be for the wedding ceremony only. Receptions will not be allowed in the library.

The main purpose of the Streator Public Library is to provide access to materials and services to meet the lifelong learning needs of residents and organizations of Streator and the surrounding area as well as to create a welcoming place to gather and exchange ideas and to participate in cultural events.

Individuals wishing to use the library for a wedding must select a time when such use will be the least disruptive to the library's main purpose.

Sundays

Saturdays: After 6:30 p.m. during September thru May

After 1:30 p.m. during June, July, and August

Fridays: After 6:30 p.m.

Although most of the library could be used for the ceremony, the Meeting Room, the Plumb Room and the second floor reading area seem best suited to the occasion.

The library director or a designated staff member will act as liaison for arrangements of any use of the facility for a wedding.

Rules

Maximum number of people allowed is 75.

No decorations are to be affixed to the walls, doors, or windows of the library.

No candles or other incendiary items are allowed.

No smoking, alcohol, or drugs are allowed in the building or on the library grounds.

No birdseed or rice is allowed inside or outside the library.

Only service animals will be allowed in the library.

Music sound levels are to be maintained at a level which will not disturb other library patrons.

Parking in the library lot is for regular library patrons. Please inform your guests of this.

Any violation of these rules, restrictions and/or regulations may result in an order to vacate the premises immediately and/or suspension of the privilege of using the library.

Cost

Residents

\$200 per hour with a three hour minimum/would include set up and take down time

Non-residents

\$250 per hour with a three hour minimum/ would include set up and take down time

A security deposit of \$500 is required. The security deposit will be returned after the ceremony provided all requirements are met and no damage to the building, its contents or the grounds has occurred.

The person using the facility will also need to show proof that they have secured liability insurance for the time the library is being used.

The user agrees to indemnify and hold harmless the library and all its trustees and employees from any and all claims, demands, suits, causes of action or judgments any person may have as a result of any damages suffered while utilizing the library.

It will be necessary for the prospective user to sign a contract for the date and time the facility will be used for the wedding and should include set up and take down time. At the time the contract is signed, a check will be required to cover the cost of the security deposit and a second check will be required to cover one half of the rental cost for use of the library. The second half of the rental cost will be due two weeks before the date of the ceremony.

The individual signing the contract will be held legally responsible for these costs and any extra costs should they occur.

Cancellation

Notification of intent to cancel must be in writing.

100 % of the security deposit will be returned at the time of cancellation.

To obtain a full refund of the rental fee, the library must receive notification of the cancellation 6 months prior to the date on the contract.

One half of the deposit will be returned if the cancellation occurs 60 days prior to the date on the contract.

No refund will be given if cancellation occurs less than 60 days prior to the date on the contract.

The Streator Public Library Board of Trustees reserves the right to supplement, alter, add to or change this policy at any time.