

GENERAL POLICY

The Austin Public Library's (APL) goal is to keep all events and programs safe while promoting quality of life by providing space for a wide range of learning, cultural and community engagements.

This policy includes, by reference, procedures and guidelines necessary to hold a private or public event at the Central Library. It applies to **all event spaces** and facilities and is not limited to the spaces listed herein.

APL follows all City of Austin (COA) and Departmental policies, [Library Bill of Rights](#), and recognized industry standards in the coordination and implementation of programs and events.



Signature on a contract or an agreement with APL for use of facilities or event space at the Central Library will be deemed as an agreement with these policies.

Note: This manual does not apply to Shared Learning Rooms at the Central Library. Shared Learning Rooms are meeting rooms that are free and open to the public for online reservation, and they are subject to the Meeting Room Policy (Section 17) of the [Library Use Rules](#).

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COMMONLY USED TERMS & DEFINITIONS

GENERAL	
Event	A planned, public or private occasion on Central Library premises for a specified date and time.
Facility Use	The use and occupation of Central Library premises, including the reserved event space, equipment, utilities, and any common public corridors required for ingress and egress.
Reservation (Rental Period)	The agreed upon period for facility use. No access is permitted before or after the reservation, and shall include all load-in/setup, event run time and strike/load-out.
Calendar Hold	A tentative hold on the event calendar with no confirmation or signed contract. Holds will be retained for a maximum of 14 calendar days, after which they will be automatically released.
Nonprofit Organization	A status given to organizations who are tax-exempt or charitable. NPOs must provide an IRS determination letter in order to receive rental fee discounts.
Amendment	Allows parties to make a mutually agreed upon change to an existing legal document. Changes to a signed contract will not be confirmed until a signed amendment has been executed by both parties.
Certificate of Insurance	A document providing information regarding insurance coverage. It provides verification of coverage, including the types and limits, policy numbers, named insured, and effective periods.
Event Insurance	An insurance policy that covers a specific event. Event insurance protects both parties in the case of property damage or injury during the event and is only active for a set period of time.
Event Plan	A document generated by APL Event Coordinator and signed by the client that confirms event details, including approved vendors, insurance, staffing required (custodial and security), venue access, parking details, rental times, charges and payments received, ordered furniture and AV equipment, and run of show.
EVENT TYPES	
Rental	Rentals are events in which APL is not involved in the planning, publicizing, or design. A rental may be private (by invitation only), ticketed, or open to the public. A signed contract is required. Rental fees are based on the Council-approved Fee Schedule .
Co-sponsored Event	Community events may be eligible for co-sponsorship, if they meet the COA and APL's mission and provide a public benefit. A signed co-sponsorship agreement approved by the Director of Libraries is required for all co-sponsored events.
Partnership (Presenters & Collaborators)	Events that support APL's mission, but are not directly produced by APL. APL staff select partnerships based on programming priorities. The event must be open to the public and free of charge.

RESPONSIBLE PARTIES	
Client	The organization or person reserving the facility is considered the event organizer and responsible party financially and contractually. The responsible party must be on site during the event period.
Onsite Contact	This person may be the client or the client's representative. They serve as the primary point of contact for all event-related details.
APL Event Coordinator	An employee of the Event Services Office who oversees the event space and ensures that all facility use remains within these guidelines. They are the Central Library's liaison with security, custodial, facilities regarding the scope/needs of the event. They make recommendations regarding setup and layout, communicate with the onsite contact the day of, and handle any communications post-event. The APL Event Coordinator does not perform duties of a hired event planner.
Event Planner	Event planners design and manage events like weddings, social gatherings, meetings, corporate events, fundraisers, tradeshow and conventions. Their responsibilities may include budgeting, establishing and managing timelines, reserving the event site, acquiring permits, planning food and beverage, coordinating transportation, developing a theme and décor, arranging activities, selecting speakers and entertainment, ordering equipment and developing contingency plans.
Vendor	A person or company providing goods or services onsite, including those providing services pro bono. Examples: sound production, technology services, lighting, musicians, entertainers, DJs, photographers / videographers, event planners/coordinators, florists, photo booths and rentals.
APL Security Guard	An employee whose primary duties involve the safety and security of the Central Library's premises, property, personnel and patrons. APL Security Guards are civilians, not peace officers.
Peace Officer	A person vested with law enforcement authority. Examples include city police officers, county sheriffs' deputies and state troopers. Some peace officers are allowed to work in secondary employment or off-duty capacity for special events while in uniform.
APL AV Technician	An employee of the Austin Library Information Systems Office that sets up and operates APL audiovisual equipment and may assist with audio patches or hardwired internet connections. The APL AV Technician does not perform the duties of a Technical Director or Audiovisual Company.
Audiovisual Company	A vendor that coordinates the design, setup/breakdown and operation of audiovisual components of an event, including additional equipment and full-service technical support.
Exclusive Caterer	APL does not provide food and beverage. Cookbook Café and their partners have the exclusive right to provide food and beverage at the Central Library. Cookbook is a private company and operates independently from the Central Library. All coordination and billing for their services will come directly from them.



RESERVATION AND RENTAL PROCEDURES

RESERVATION REQUESTS

Requests for event space are accepted **up to 18 months in advance and no less than 14 calendar days before the event date**. Reservations are first-come, first-served. Requests should be directed to the Event Services Office:

- Phone: 512-974-7585
- Email: APLRental@austintexas.gov
- Online: [Event Services Website](#) via **Request Event Space**

Tentative holds are held for up to 14 calendar days and are not considered confirmed until a deposit is paid and a signed contract is received. If another party is interested in the date, the current holder will have 24 hours to submit a deposit and a signed contract; otherwise, the tentative hold will be released. All holds are automatically released after 14 calendar days.

AVAILABLE TIMES

Event space may be reserved between the hours of **6:00AM and 12:00AM** midnight. All load-in, setup, teardown and load-out must be completed within the reservation time. A reservation must include a minimum of one-hour for setup and one-hour for teardown, before and after the event. For example, a four-hour event requires a six-hour reservation.

RESTRICTIONS

Event space requests are not accepted for official or observed City Holidays. For an updated list of the current year's dates, please visit the city's [Official City Holiday](#) page. When these dates do fall on a weekend, holidays will be observed either the previous Friday or following Monday.

Event spaces may not be used for a political rally or a campaign for or against a specific ballot issue or candidate. However, event spaces may be rented to conduct a forum or study group on a political issue.

CONFIRMATION

All rentals must follow the [Council-approved Fee Schedule](#). Fees are non-negotiable. A **deposit** equal to 50% of the rental fee is due with the signed rental contract to confirm the reservation. If a deposit and contract are not returned by the given deadline, the date will be released.

The **remaining rental balance** is due **90 calendar days** prior to the event date. Failure to submit full payment at least 90 days prior to the event date will result in forfeiture of the deposit and cancellation of the reservation. For reservations requested fewer than 90 calendar days before the event, full payment is due upon signing a rental contract.

CANCELLATION

The following penalties are assessed if the client cancels a rental contract within these timelines:

Notice given	91 days or more	31 – 90 days	30 days or Fewer
Penalty	Loss of 10% of entire rental fee	Loss of 50% of entire rental fee	Loss of entire rental fee

PAYMENTS & REFUNDS

Payment may be made by credit card (American Express, Visa, MasterCard and Discover) or check. Electronic Funds Transfer (EFT) is not an accepted form of payment. If you prefer to deliver a check or swipe your credit card in person, please schedule an appointment with your APL Event Coordinator.

- Payment by check shall be made to the order of the "City of Austin - Austin Public Library" and mailed to Attn: Event Services Office, P.O. Box 2287, Austin, Texas 78768.
- Payment by credit card can be made online, over the phone or in person at the Event Services Office.

After the event, the client is invoiced for charges such as equipment rental, additional APL staffing, non-routine cleanup, event overtime fees or damages caused during the event.

Refunds will be processed via credit card or check depending upon how original payment was made. If by credit card, a refund can only be applied to the same credit card number that was originally charged and not exceed the amount paid on that credit card.

FACILITY USE POLICIES

LIBRARY USE RULES

All individuals using APL facilities must follow the [Library Use Rules](#)—with exception of the Meeting Room Policy (Section 17). This section refers specifically to the Central Library's Shared Learning Rooms, which are free and open to the public.

PROMOTIONAL MATERIALS

A rental at the Central Library does not constitute an endorsement of the client's products, services or opinions by APL or COA. Unless prior approval is granted, APL or COA should not be listed on any publications, tickets or announcements as a sponsor. The Central Library may be listed as the location of the event.

INSURANCE REQUIREMENTS

All clients and their vendors must provide a Certificate of Insurance meeting [City of Austin Insurance Requirements](#) at least **30 calendar days** before the event date. For social events, this insurance may be one-day event insurance. **Failure to provide proper insurance documents meeting COA requirements may result in event cancellation.**

APL SECURITY

The Central Library provides 24-hour surveillance of the premises. Some events may require onsite security coverage. In this case, one APL security guard is provided at no cost. Events with large guest counts, those using multiple spaces, or those with large load-in or load-out may require additional APL security presence. **If an event requires more than one security guard, additional staffing fees will apply.**

APL security guards verify the identity of employees and other persons entering the building and/or event space, but do not check guest lists. In an emergency, they will help maintain order and safety.

EXCLUSIVE CATERING SERVICES

The Central Library's restaurant, **Cookbook Bar & Café**, and their catering partners have the exclusive right to provide food and beverage for events at the Central Library. Cookbook is a private LLC, operating independently from APL. All coordination and billing for their services will come directly from them or their partners. For more information or sample menus, please submit a catering inquiry [\[HERE\]](#).

Catering services require access to the event space no less than one hour prior to the scheduled event start time. If additional setup time is needed, it should be included in the reservation time.

EVENTS SERVING ALCOHOL

Cookbook Bar & Café is the TABC license-holder for the Central Library, and their catering team will coordinate all bar service and sales. Per their TABC permit, outside or donated alcohol is not allowed at any time.

Events serving alcohol must hire a peace officer for the time alcohol is being set up, served and broken down. APL reserves the right to request additional peace officers or ask that they be onsite for additional time. For more information on hiring a peace officer, please visit websites below:

- [Austin Police Department](#)
- [Travis County Sheriff's Office](#)

Alcohol is not allowed in non-event spaces at any time. Alcohol may not be purchased at Cookbook Café and brought inside the Central Library.

WEDDING CEREMONIES & RECEPTIONS

An event planner is required for wedding ceremonies and receptions, or the client must designate a friend or family member as the day-of contact. This person must be present throughout the event period. They are responsible for overseeing setup/teardown and vendor load-in/load-out, coordinating timeline and logistics, and completing a post-event walk-through.

AUDIOVISUAL EQUIPMENT

Limited types of basic AV equipment are available including microphones, speakers, projectors and monitors. Additional fees may apply depending upon quantity used. Use of event space does not include onsite audiovisual or technical support. AV equipment will be pre-set in advance by the APL Event Coordinator, and they can provide basic instructions. The Central Library's AV panels, soundboard, mixers, lighting controls, and any backstage equipment may only be used by APL staff.

For more complex events, an onsite AV Technician may be requested and scheduled for an hourly fee. APL AV Techs must be requested in advance, and their availability is not guaranteed. Their services include:

- Operating APL sound and video equipment (APL soundboard, microphones, projectors and screens)
- Serving as technology liaison for Outside Audiovisual Companies

Fees for additional AV as well as the APL AV Technician are outlined in the [Central Library Rental Fee Schedule](#). **APL staff is not responsible for troubleshooting client's computer, printer, mobile device or related software.**

Additional AV needs may be coordinated with an outside vendor. Please see the [Central Library Audiovisual Guide](#) for help planning AV for your event.

TECHNOLOGY & SUPPLIES

Free public Wi-Fi is available for all events. The Wi-Fi Network is "Austin Public Library." There is no password, but individuals must accept the terms of use.

The Special Event Center has one dedicated network port available for client use. Clients with more extensive internet or Wi-Fi needs may contract an outside vendor.

Clients are responsible for providing all necessary office/meeting supplies for their own event, including pens, pencils, markers, paper, tape, staples, scissors, clipboards, name tags, Post-it notes, whiteboards, easels, table numbers, extension cords, surge protectors, batteries, computer clickers and adapters.

The Central Library offers laptops, tablets and other devices available for check-out for up to 4 hours during regular business hours for those individuals with a library card. Charging stations for mobile devices are available in a limited number of areas in the Central Library.

Black & white or color copies may be printed by the client on floors 2 – 6 of the Central Library during regular business hours. A library card is not required to access APL computers or copiers. For more information on Library Technology, please see the [Computers and Wi-Fi](#) section of the APL website.

FURNITURE

APL does not provide room flips mid-event.

Limited types and quantities of furniture are available for use during the event. Not all existing furniture may be moved or removed. Furniture from other areas of the Central Library may not be relocated to the event space. Furniture availability is not guaranteed until the event plan is confirmed.

Central Library custodians will arrange APL furniture per the agreed upon event layout before the start of the rental period. Based on the size and scope of the setup, fees for additional custodial staff may apply. Non-Library individuals are not permitted to move or remove APL furniture. **Any requests to modify event setup during the event period are subject to additional staffing fees.**

Additional furniture may be coordinated by the client through the Central Library's exclusive caterer, an outside vendor or other party. Setup and breakdown of non-APL furniture is the responsibility of the client. All non-APL items must be removed from the premises by the end of the rental period.

Clients and vendors are responsible for providing all necessary tools/equipment for their own setup and teardown. APL does not provide carts, dollies, ladders or step stools. **Standing on furniture is not permitted.**



MODULAR STAGE (SPECIAL EVENT CENTER)

A modular stage is available only in the Special Event Center. Based on stage dimension and intended capacity, the client may be required to provide a stage permit from the COA. General guidelines are listed below. For more information, you may also contact the [COA Planning and Development Review Department](#). Non-APL stages or bleachers may be coordinated by the client through an outside vendor with proper permits provided to APL.

APL STAGE SETUPS			
HEIGHT	POSSIBLE STAGE DIMENSIONS (9) 8'x4' panels	MAX CAPACITY	PERMIT REQUIRED
1' Riser (stairs available upon request)	8'x4'	2	no
	8'x8'	4	no
	8'x12'	6	no
	8'x16'	8	no
	8'x20', 8'x24', 12'x16', 16'x16'	10	no
		11+	YES
2' Stage (stairs required)	8'x12'	6	no
	8'x16' (standard stage)	8	no
	8'x20', 8'x24', 12'x16', 16'x16'	10	no
		11+	YES



Only APL staff may set up, modify or tear down the modular stage. Standard setup is 8'x16' at 2' height. Stage dimensions not listed above are subject to approval. **Additional fees apply for stages other than the standard setup.** An ADA accessible ramp is available upon request for no additional fee. Stage dimension is restricted to 8'x20' when used with a ramp.

Final layout and any COA-required permits are due **14 calendar days** before the event date.

LAYOUTS & FIRE CODE

Layout requests and expected attendance are due to the APL Event Coordinator **30 calendar days** prior to the event date. This information will be used to build your Event Plan and schedule APL staffing. If no changes are made, both the layout and Event Plan are considered final **14 calendar days** before the event date. Any changes made within 14 calendar days of the event date are subject to additional APL staffing fees.

Capacities vary for each event space based on final layout. APL reserves the right to limit event capacity as needed.

Clients, vendors and event attendees must comply with all federal, state and municipal building and fire codes, Occupational Safety and Health Association (OSHA) regulations, and the Americans with Disabilities Act. General guidelines are below.

- Emergency exits may not be blocked at any time.
- Doors may not be obstructed, locked, blocked, or held open. Items may not be placed within 8' of a means of ingress or egress. Exit signs may not be obstructed from view by decorations or any other object or hanging materials. Chains or locks may not be placed on ANY facility door.
- Electrical cables or wires that cross any passageway must be properly taped to the ground with non-residue tape, provided by the client. **APL does not provide adhesive or taping for events.**
- Perimeter aisles must be at least 8' from any doors and 5' away from any walls.
- Interior aisles and furniture clearance must be at least 36" wide.
- Fire and emergency equipment may not be blocked or obstructed under any circumstance. All fire hose connections, extinguisher cabinets and fire alarm call stations must be visible at all times.

APL uses a layout software that can be shared with the client upon request.

DECORATIONS & PROHIBITED ITEMS

All decoration plans must be approved by APL. General guidelines are below, but these lists are not all-inclusive. Please discuss with your APL Event Coordinator. **Use of prohibited items may result in fees for additional staffing, non-routine cleaning or damages.**

Prohibited items and materials:

1. Helium balloons
2. Glitter, confetti, beans, feathers, bird seed or rice
3. Staples, tacks, nails or any other method used to attach items to APL furniture, fixtures, structures, walls, ceilings or floors
4. Adhesive of any kind on fire-treated surfaces (wooden walls, cement pillars) and painted walls
5. Anything that might stain, soil or damage floors
6. Open flame (candles, sparklers, and heaters)
7. Pets (service animals are allowed)

Acceptable items and materials:

1. Chafing dish fuel for catering purposes only
2. Non-helium balloons
3. Clings or non-residue film on windows, acrylic walls, and hard floor surfaces (not on exit doors)
4. Non-residue adhesive on windows, metal window frames, and Event Center lobby acrylic wall
5. Low-adhesive tape to mark floors or secure cables
6. Battery-operated candles

LOAD-IN & LOAD-OUT

Clients and vendors have access to APL facilities and the rented event space for load-in/load-out during the rental period only. If additional time is needed, the client is responsible for contracting the necessary rental time with APL in advance. Access to the event space will be granted no earlier than the beginning of the rental period and not before APL staff is in place. Any unauthorized early access by the client or the client's vendors will result in event overtime fees.

All load-in/load-out must be conducted via APL-approved routes. Care must be taken not to damage walls, floors or any APL property. Clients and vendors must provide their own carts and dollies.

All items and materials brought in by the client, vendors or attendees must be removed before the end of the rental period. The client shall return event space and equipment in the same good condition and repair as it was given. **Event overtime fees go into effect at the end of the rental period and are billed by the hour.**

LOADING DOCK & SERVICE ELEVATOR

Clients may request use of the Central Library's internal loading dock for load-in and load-out, depending on the size and scope of the event. Access to the loading dock is restricted to vehicles with business automobile liability insurance coverage meeting [City of Austin Insurance Requirements](#). **Personal vehicles are not allowed.** All requests to use the loading dock must be submitted **30 calendar days** in advance. Due to limited vehicle capacity, availability of the loading dock is not guaranteed.

Clearance height is 11 feet. Vehicles must be relocated immediately after loading/unloading is complete. **No parking is allowed in the loading dock.**

The client must provide a detailed schedule of vehicles accessing the loading dock. This schedule is considered final **14 calendar days** prior to the event. Last minute additions or unscheduled access to the loading dock is not allowed. APL reserves the right to refuse entry to the loading dock at any time due to safety concerns or limited vehicle capacity.

Load-in/Load-out via the loading dock requires use of the service elevator, which runs from the Garage Level P1 to the 6th floor. It is accessible via its rear door, which faces the loading dock. APL staff escort is required for use, and additional staffing fees may apply. The service elevator is 5'W x 9'L x 9'H with a maximum load capacity of 5200 lbs.

STORAGE

Do not ship meeting or event items to the Central Library. APL is not responsible for items lost in shipment to the facility. **Items may not be stored in the Central Library or event space before or after the rental period.** Space for storing items is limited during the event and not guaranteed.

Storage of loose or scrap packing materials is permitted in sealed crates or boxes only. Crate/box storage is not allowed in public corridors. Storage of flammable or combustible materials, mixtures, liquids, gases, hazardous or medical waste is not permitted.

CLEANUP & DAMAGES

The client should return the event space and any used equipment in the same good condition and repair as before the event period. Unwanted event and meeting items should be removed or placed in a receptacle. Discarded cardboard boxes must be broken down by the client for recycling.

APL custodians provide routine cleaning of event spaces. Tasks include cleaning floors and windows, removing trash and recycling, and cleaning and restocking restrooms. Non-routine cleaning is any cleaning of the walls, floors, furniture and other surfaces that cannot be effectively accomplished by broom sweeping, vacuuming or use of a mop or wiping cloth with a typical commercial cleaner.

Clients are encouraged to utilize recycling, composting and limited waste practices during events. The Central Library provides access to recycling receptacles in all event spaces and facilities. Compost containers are available upon request. The City of Austin has also provided a [Guide for Zero-Waste Events](#). Please discuss the use of eco-friendly and recyclable catering products with your catering manager. Catering is responsible for food and beverage maintenance, cleanup and catering-related trash and recycling during and after the event.

The client must complete a post-event walkthrough with the APL Event Coordinator at the end of the rental period. Fees for damage and non-routine cleaning will be evaluated and assessed after the event and included in the final invoice.

UTILITIES

The Central Library is a [LEED Platinum-Certified Building](#), utilizing sustainable site development, water and energy efficiency, materials and resources use, indoor environmental quality, and innovative design.

Standard 120V/20A circuits with multiple outlets are available. Requests for higher voltages or amperages cannot be accommodated. Generators are not allowed inside the building.

The Central Library's HVAC system uses Merv 13 air filters, and the fresh air makeup for the building is set at 100%. Bipolar ionization equipment improves Indoor Air Quality using positive and negative ions to neutralize contaminants in the air, such as allergens, mold, bacteria, viruses, and volatile organic compounds.

Standard temperature set-point throughout the Central Library is 72° F. Requests for temperature adjustments during the rental period should be directed to the APL Event Coordinator.

All event spaces have access to men's and women's restrooms, non-filtered drinking fountains and bottle-filling stations. Family restrooms are located at the 3rd floor Youth and Family atrium and are accessible during regular business hours. Gender neutral restroom signage is available upon request.

PARKING

Limited paid parking is available onsite in the Central Library's underground garage. Spaces are first come, first served, and parking is not guaranteed. The Event Services Office is not able to reserve parking. For updated fees, please visit the [Central Library's Parking Page](#).

The garage opens to the public at 9:30am, seven days a week. Events scheduled before 9:30am will be granted early access to the garage by APL security.

There are up to 200 parking spaces, including ADA-accessible spaces and spaces designated for compact and electric vehicles. Parking is monitored by the Austin Transportation Department's parking enforcement officers. Improperly parked vehicles may be ticketed and/or towed at the owner's expense.

PLEASE NOTE: Monday through Friday, from 5am-5pm, 60 spaces on the south side of level P1 of the Central Library's underground garage are reserved for APL staff. These spaces are clearly marked "Reserved."

Payment is managed by ABM Parking & Transportation Services. There is an automated payment kiosk at the garage exit. For events held during regular business hours, there is a pre-pay kiosk located on the 2nd floor across from the Circulation Desk. All major credit cards are accepted.

Clients may opt to pay for their attendees' parking by requesting a parking validator through the Event Services Office. Each stamped ticket will be billed directly to the client through ABM. Standard hourly rates apply.

The vehicle height limit for the underground garage is 7 feet.

FILMING AND PHOTOGRAPHY

Filming and photography for event-related purposes is allowed in the event space during the rental period. Requests for event-related filming and photography outside of the event space and/or rental period must be submitted to APL Event Coordinator at least 30 calendar days prior to the event date for approval. Additional fees may apply.

TEXAS FIREARM POLICY

APL abides by [Texas Penal Code Title 10, Chapter 46](#), in regards to firearms. Individuals who hold the proper license may legally carry handguns and rifles inside the Central Library's public spaces, unless the event is:

- a school-sponsored activity (Texas Penal Code §46.03(a)(1))
- during early voting or on election day if the library is a polling place (Texas Penal Code §46.03(a)(2))
- a meeting of a governmental body, such as a public library district board meeting, but only in the room where the meeting is being held (Texas Penal Code §46.035(c))

Any events that are open to the public are considered to be on Library property, and state law will apply. Only uniformed peace officers may enforce or police Texas gun laws. APL reserves the right to call 9-1-1 at any sight of suspicious activity.

Private Events

Should a client holding a private event opt to ban firearms within their event space, APL can provide guidance, but may not coordinate or enforce this policy. The client is fully responsible for providing proper signage, uniformed police officers, and any additional staff for enforcement.

TOBACCO USE

By [COA ordinance](#), smoking is not allowed in public places or within 15 feet of any pedestrian entrance. Individuals are prohibited from using tobacco at any time on the Central Library's premises, including the building, roof garden, parking garage and external grounds. This policy applies to cigarettes, cigars, chewing tobacco, snuff, snus, pipes, electronic smoking devices and any non-FDA approved nicotine delivery devices.

ACCESSIBILITY

APL is committed to providing accessibility for all and adheres to the Americans with Disabilities Act (ADA). Building accommodations include accessible sidewalks, ramps, elevators and restrooms. Braille signage is posted for public amenities. A private lactation room is available on the 2nd floor during regular business hours. Please contact the APL Event Coordinator if additional assistance is required.

