

Placentia Library District

POLICY MANUAL

POLICY TITLE: Outdoor Library Experience (OLE) Space
POLICY NUMBER: 6051

6051.1 Purpose

The Outdoor Learning Experience (OLE) is a District-owned, multi-use outdoor facility designed to support literacy programming, cultural enrichment, community gatherings, and civic engagement. The purpose of this policy is to establish clear procedures, eligibility requirements, usage standards, and rental guidelines to ensure:

1. Equitable public access
2. Proper stewardship of District assets
3. Safe and respectful use of the facility
4. Long-term sustainability through responsible fee collection
5. The OLE space includes landscaped seating areas, shade structures, lighting, electrical access, ADA-compliant pathways, sound system, Wi-Fi access, security cameras, furnished areas, decorative panels, and flexible program zones. The space is approximately 4,018 square feet with a capacity of 80 persons

6051.2 Eligibility

6051.2.1

The Outdoor Library Space may be rented by:

1. Placentia residents
2. Nonprofit organizations
3. Government agencies
4. Community groups
5. Non-residents and private individuals
6. Library-sponsored programs and District events take priority over all rental reservations.
7. Renter must complete and submit the Rental Agreement to Administration two weeks in advance of the rental date. See Exhibit A.

6051.3 Permitted Uses include:

1. Educational workshops and lectures
2. Community meetings
3. Small performances
4. Cultural and literary events
5. Receptions and gatherings
6. Library-partnered programming

All events must be consistent with the mission and values of the Placentia Library District.

6051.4 Prohibited Uses include:

1. Activities that disrupt regular library operations
2. Events exceeding the 80-person capacity
3. Activities involving open flames (unless specifically authorized)
4. Illegal activities
5. Activities requiring amplified sound that exceeds District limits
6. Events that pose safety or security risks

The District reserves the right to deny or revoke use if guidelines are violated.

6051.5 Rental Fees

Rental fees are established under Policy 6035 – Fee Schedule

6051.5.1 OLE rental fees are:

1. Hourly Rates (During Library Hours):
 - Staff/PLFF members: \$25 per hour
 - Resident: \$75 per hour
 - Nonprofit: \$100 per hour
 - Non-Resident / Private Use: \$200 per hour
2. After-Hours Flat Rate (Up to 4 Hours + Required Staffing)
 - Staff/PLFF members: \$100 per hour
 - Resident: \$500
 - Nonprofit: \$700
 - Non-Resident / Private Use: \$1,000

6051.5.2 Additional Fees:

1. Staff Support (required after hours): \$50 per hour per staff member
2. Equipment Use (tables, chairs, PA system, etc.): Per Policy 6035
3. Security/Damage Deposit: As established by Fee Schedule

All fees must be paid in advance. Rental time includes set-up and clean-up.

6051.5.3 Revenue Sharing Fee

The District charges a space rental fee equivalent to 15% of the revenue generated by Renter. Renter shall provide to District an accounting of its sales generated while using District space within 30 days of the event. District shall notify Renter of the amount owed within 10 days thereafter. Payment shall be owed no later than 30 days after receiving the District's notification of payment owed.

6051.6 Reservations & Scheduling

1. Reservations must be submitted at least 14 days in advance.
2. A completed application and signed rental agreement are required.
3. Proof of nonprofit status (if applicable) must be provided.
4. Reservations are confirmed only after payment is received.

5. The District may limit frequency of use to ensure equitable access.

The District reserves the right to cancel reservations due to emergencies, safety concerns, or operational necessity.

6051.7 Staffing & Supervision

1. District staff must be present for all after-hours rentals.
2. Additional staffing may be required depending on event size or nature.
3. Renters must designate an on-site responsible party (18+ years of age).
4. Failure to comply may result in termination of the event.

6051.8 Insurance & Liability

1. Renters may be required to provide proof of liability insurance naming the Placentia Library District as additionally insured.
2. Renters assume responsibility for all participants and vendors.
3. The District is not responsible for lost, stolen, or damaged personal property.
4. The requirements set forth in 6051.8 shall not apply to the Placentia Library Friends Foundation and District staff in its rental or use of District property.

6051.9 Set-Up, Clean-Up & Care of Facility

1. Rental time includes all event preparation and breakdown.
2. Furniture must be returned to original configuration.
3. Trash must be disposed of properly.
4. Decorations may not damage surfaces, structures, or landscaping.
5. No nails, staples, tape, or adhesives on decorative panels or fencing.
6. Damage beyond normal wear and tear will result in forfeiture of deposit and additional charges if necessary.

6051.10 Sound & Equipment

1. Use of the sound system (including DJs, live bands, microphones, PA system, or recorded music) must be approved in advance. Vendors using sound from vehicles may require a permit and have specific time/place restrictions, as per City Ordinance.
2. Amplified sound must comply with local noise regulations. Devices that travel to other properties or public spaces in a way that disturbs the comfort, peace, or safety of neighbors are prohibited.
3. Speakers must be positioned away from neighboring residential properties.
4. Sound amplification may be limited or prohibited at the discretion of the Library Director.
5. After 10:00 p.m., amplified sound is prohibited unless otherwise authorized by the Library Director.
6. Electrical access must be used safely and within capacity limits.
7. Maximum allowable noise level:
 - a. 7:00 a.m. – 10:00 p.m.: 55 dB(A)
 - b. 10:00 p.m. – 7:00 a.m.: 50 dB(A)

6051.11 Safety & Security

1. Capacity may not exceed 80 persons.

2. ADA pathways and access points must remain clear at all times.
3. Security cameras operate in the space.
4. Emergency exits must remain unobstructed.
5. In the event of unsafe conditions, staff may suspend the event immediately.

6051.12 Alcohol & Catering

1. Alcohol is prohibited unless specifically authorized by the Library Board and proper permits are secured and submitted to Administration one week in advance of the rental date.
2. Food and catering are permitted with the Library Director's approval one week in advance of the rental date.
3. Renters are responsible for compliance with health regulations.

6051.13 Weather Policy

The OLE is an outdoor venue. Renters acknowledge that:

1. The District does not guarantee weather conditions.
2. Refunds due to weather are at the discretion of the Library Director.
3. No alternative indoor space is guaranteed unless separately reserved.

6051.14 Indemnification

Renters agree to indemnify and hold harmless the Placentia Library District, its Board of Trustees, officers, employees, and volunteers from any claims arising from use of the space.

6051.15 Enforcement

Failure to comply with this policy may result in:

1. Immediate termination of event
2. Loss of deposit
3. Additional damage charges
4. Denial of future rental privileges



EXHIBIT A

RENTAL AGREEMENT FOR USE OF THE OLE SPACE

This Rental Agreement (“Agreement”) is entered into between the Placentia Library District (“District”) and _____ (“Renter”).

The Renter acknowledges receipt of the District’s Policy 6051 - Outdoor Library Experience (OLE) Rental Policy, confirms that they have read and understand its contents, and agrees to comply with all terms, conditions, and requirements set forth in the policy and this Agreement.

1. Facility Use

The District agrees to permit Renter use of the Outdoor Learning Experience (OLE) space on:

Date: _____

Time: _____

Purpose of Use/Event Name: _____

Occupancy: _____ (maximum occupancy is 80)

2. Payment

Rental fees and required deposits must be paid in full two weeks prior to the event. Rental time includes setup and cleanup.

3. Revenue Sharing Fee

The District charges a space rental fee equivalent to 15% of the revenue generated by Renter. Renter shall provide to District an accounting of its sales generated while using District space within 30 days of the event. District shall notify Renter of the amount owed within 10 days thereafter. Payment shall be owed no later than 30 days after receiving the District’s notification of payment owed.

4. Staffing

District staff is required for all after-hours rentals at \$50 per hour per staff member.

Renter may be required to provide a Certificate of Insurance naming the Placentia Library District as additionally insured.

6. Indemnification

Renter agrees to indemnify, defend, and hold harmless the Placentia Library District, its Board, officers, employees, and volunteers from any claims, damages, or liabilities arising from use of the facility.

7. Damage

Renter is responsible for any damage beyond normal wear and tear, as determined by District staff. Repair costs will be deducted from the deposit and billed accordingly.

8. Cancellation

Cancellations must be made in writing within 48 hours of the rental date. No refunds will be issued after such date.

9. Compliance

Renter agrees to comply with all District policies, local laws, fire codes, and safety regulations. Failure to comply may result in immediate termination without refund and exclusion from future rentals.

Renter Information

Full Name: _____

Mailing Address: _____

Email: _____

Phone Number: _____

Signature: _____ Date: _____

*****INTERNAL USE ONLY*****

Approved by Library Director or Designee: _____

Date: _____

Renter's Documents Received:

_____ Agreement Date: _____ Staff Initials: _____

_____ Payment Date: _____ Staff Initials: _____

_____ Proof of Insurance Date: _____ Staff Initials: _____