

Wells Branch Community Library Sponsored Program Agreement

Requestor must initial each line to indicate understanding and agreement.
Program presenters and attendees must adhere to library policies at all times.

_____ WBCLD is not responsible for information delivered in sponsored programs. Opinions expressed do not reflect the District or Administration. Programs cannot offer medical, legal, financial or tax advice. Commercial endeavors, including sales or promotion of paid services, are prohibited.

_____ Sponsored Programs must be open to the public without discrimination or cost.

_____ Sponsored programs may require registration provide that the registration information is available at the time of request. Attendance numbers may be limited in advance by the presenter and may never exceed 90% of posted fire code.

_____ Program presenters cannot assume responsibility for minor children. If children will be attending the program, parents/guardians must be allowed to register and attend with them.

_____ Program hours are limited to regular library hours excluding the first and last 30 minutes of any day. All set-up and clean-up must take place within those hours. Items cannot be stored on site before or after a program.

_____ Library staff is not available to set up or take down any furniture or equipment for sponsored programs. Presenters are responsible to set up any tables/chairs they require and to return the space to its original condition within the program time requested. Availability of tables and chairs is not guaranteed.

_____ Any program that requests use of library equipment must schedule and attend adequate training for that equipment at least 48 hours before the event. Staff will not operate or troubleshoot technology equipment during a program. Availability and functioning of equipment is not guaranteed.

_____ If food and/or drink will be available at the program, the presenter is responsible for following all safety procedures for handling as well as providing accurate allergen information.

_____ Any program that may involve sales is responsible for appropriate sales tax collection and submission.

_____ Any program that may include alcohol must have a TABC certified handler on site to take responsibility for any serving. That person must be named on the request and be in attendance throughout the program.

_____ Library staff may be present at any event without notice or registration.

_____ Library staff will not be responsible to advertise or manage registration or attendance.

_____ Smoke machines, open flame (including candles), glitter, smoking or vaping, loud noise or music, animals other than ADA service dogs, or anything else that library administration determines to be unsafe, disruptive, or inappropriate will not be allowed at any time.

_____ Library administration may cancel or end/evacuate a program at any time with or without notice.

Requestor: _____

Date: _____

Received by: _____

Date: _____

Wells Branch Community Library Sponsored Program Request

Contact Name: _____ WBCL Card#: _____

Phone: _____ Email: _____ Zip: _____

Organization (leave blank for individual): _____

Presenter (if applicable): _____

Program Name: _____

Program Description: _____

Suggested Audience: _____ Expected Attendance: _____

Time/ Date (leave blank if flexible): _____ Room: _____

Registration Information (if any): _____

How does this program relate to the library's goals and vision?: _____

Describe any furniture or equipment use requested: _____

Special Circumstances- be prepared to provide a copy of permits if requested

If your program will incorporate sales, do you have a valid sales tax collection permit? _____

If your program will incorporate food, do you have a valid food handler permit? _____

If your program will incorporate alcohol, do you have a valid TABC serving permit? _____

A library manager will contact you within seven (7) days of receipt with an initial determination. You may be contacted for more information before a decision can be made.

Requests must be submitted at least 45 days and not more than 1 year in advance of a program. Requests for recurring programs can cover a library program season. Library programming seasons generally run January to May, June to August, and September to December.