

Outdoor Use Policy

The Glenwood-Lynwood Library District is for use by the public. One of the functions of the District is to protect and develop a well-balanced system of areas with scenic, ecological, recreational, cultural, and historic values for inspiration, education, use and enjoyment by the public. This policy is intended to help conduct this function and to provide reasonable regulations governing the public use of the District property. The Library Director shall have the authority to issue a permit or designate an area for an activity otherwise prohibited within the Outdoor Use policy between the months of April & November.

1. Purpose

The purpose of this policy is to provide guidelines for the public use and rental of the Glenwood-Lynwood Public Library District's outdoor spaces. This policy outlines eligibility, fees, deposits, cancellations, refunds, and responsibilities for damages.

2. Availability of Outdoor Spaces

Outdoor areas may be reserved for private or community use only after all District events and programs have concluded for the day. Use is subject to District approval and scheduling availability.

3. Rental Hours and Fees

3.1 Hours of Use

- Rental duration includes all setup and takedown time.
- Minimum rental period: 1 hour
- Maximum rental period: 4 hours

3.2 Fee Structure

- Residents of Glenwood & Lynwood: \$100 per hour
- Non-residents: \$150 per hour
- All rental fees must be paid according to the District's payment timeline outlined in Section 4.

4. Deposits and Payment Timeline

4.1 Deposit

- A \$75 deposit is required at the time of booking for all approved outdoor use reservations.
- The deposit is applied to the final balance due.
- Deposit refund rules are listed in Section 5.

4.2 Payment Timeline (Full Payment Rules)

- At time of booking:
 - \$75 deposit due to secure the reservation.

- Final payment deadline:
 - The remaining balance must be paid in full no later than 10 days before the scheduled event date.
- Late or missing final payment:
 - If final payment is not received by the deadline, the reservation may be cancelled and the deposit forfeited.

5. Cancellations and Refunds

5.1 Cancellations by the Renter

- Renters may cancel 20 days or more before the event date and receive a full refund within 30 days.

5.2 Emergency Closures

- If the District must close due to an emergency, all fees and deposits will be refunded in full within 30 days.
- The District will make reasonable efforts to notify the renter using the contact information in the renter's GLPLD.org account.

5.3 Non-Refundable Conditions

- Deposits are non-refundable if the renter cancels within 20 days of the scheduled event. A **\$75** cancellation fee applies.
- Weather conditions are not grounds for refunds. The District is not responsible for weather-related disruptions, and no refunds will be issued due to weather.

6. Damage and Liability

Renters are responsible for ensuring that outdoor district spaces and equipment are used responsibly.

If any damage occurs to them:

- Grounds or turf
- Hardscape surfaces
- Trees, plants, or landscaping
- District-owned equipment

The renter will be held responsible for the full cost of repair or replacement, as determined by the District. Failure to comply with this policy may result in additional fees, loss of rental privileges, or other actions as deemed appropriate by the District.

Outdoor Use Rules

The Glenwood-Lynwood Public Library District relies on all patrons to help preserve and protect District property and public natural resources. The following rules apply to all outdoor rentals and must be followed as part of the Outdoor Use Policy.

General Rules

- Alcohol is prohibited. Possessing or consuming alcohol on District property is not allowed.
- Attendance is limited to 75 people per event.
- Tents, canopies, or similar structures may not be erected.
- Catering, food service, and alcohol are not allowed.
- Public restroom access is available only when the library building is open.
 - Porta potties or temporary restroom facilities are not allowed for non-library events.

Animals

- All pets must always remain leashed.
- Renters are responsible for **cleaning up all pet waste**.

Vehicles & Equipment

- Motorized vehicles, including ATVs, snowmobiles, and motorcycles—are **not permitted** on District grounds.
- Motor vehicles or equipment may only be operated on **designated roadways and parking areas**.

Prohibited Items & Activities

- Paintball guns, air rifles, fireworks, rockets, and all forms of pyrotechnics are prohibited.
- Ground fires are **not permitted**.
- Visitors may not dump debris such as grass clippings, leaves, or other landscape waste.
- All litter must be disposed of properly in trash or recycling bins.
- Feeding wildlife is prohibited.

Event Setup & Cleanup

- All decorations and event materials must be **set up and taken down on the same day**.
- Renters must leave the area clean and free of debris.

Special Permissions & Permits

Some activities require **advanced permission and special permits** from the Library Director. These include, but are not limited to:

- Fundraisers or charitable events
- Contests, training activities, or organized group exercises
- Shows, performances, plays, or dramatic acts.
- Motion picture filming or acrobatic presentations
- Bazaars, sporting events, or musical events
- Ceremonies or children's programs
- Public meetings, assemblies, demonstrations, parades, rallies, picketing, speeches, or marches

Special permits must be requested at least one month in advance.

Applications must be submitted in person Monday–Friday, 8:00 a.m.–4:00 p.m. and cannot be completed online.

Partnership or Co-Sponsored Events

Any event organized in partnership with an outside group, organization, or firm—whether paid or unpaid—may require additional contractual agreements and/or insurance documentation.