



**REFRESHMENT POLICY**

Renters of the Glendale Public Library’s meeting rooms may serve light refreshments in connection with their events.

There is a \$50 non-refundable reception fee required for permission to serve refreshments. The kitchen and serving areas must be left clean within the allotted time of rental.

No food may be taken into the public areas of the Library. No alcoholic beverages may be served or presented except as outlined in the Alcohol Policy and upon approval of the Alcohol Permit and payment of the Alcohol Permit Fee.

The Central Library will provide two six foot tables for serving refreshments. The tables must remain in the meeting room. All food, preparation, and serving equipment must be provided by the renter.

Renter is responsible for set-up and clean-up of the reception area. City of Glendale staff will set-up room prior to event and remove tables and trash containers only.

Each Library has a small kitchen facility which may be used for limited preparation and cleanup. Caterers may use facilities or a catering truck on city property with approval of Library Director and in coordination with Library staff. Authorized representative must seek approval of the Library Director in order to coordinate.

Renters scheduling events during Library business hours must understand that kitchen facilities are intended for the use of Library staff and agree to follow instructions of Library staff so that staff use and event use are coordinated.

Renters agree that serving of refreshments is solely the responsibility of the renter and that Library staff will not be available to provide assistance.

Renters who do not pay the reception fee and then serve food will be charged the reception fee.

Renters not following this policy may forfeit their right to use the room in the future.

I have read this agreement and will take full responsibility for meeting the terms of the Refreshment Policy.

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Signature of Authorized Representative	Name Printed
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Name of Organization	Date of Event
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Payment Enclosed

Payment Received \_\_\_\_\_

Date		Staff Name
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