

# Castle Rock Community Bandstand

## Reservation Guidelines and General Information

The Castle Rock Community Bandstand is available to all nonprofit, community, and for-profit groups, regardless of their beliefs or affiliations. The Bandstand is available for patron use during the library's regular hours, and before/after hours with the Branch Manager's approval.

The Castle Rock Community Bandstand is 24 feet in diameter, with a covered, open-sided performance area 18 feet in diameter. The Bandstand is equipped with 12 electrical outlets, a sound system and 125 folding chairs.

Events at the Castle Rock Community Bandstand are free and open to the public. Groups performing/exhibiting at the Bandstand may not charge admission\*, though the collection of donations is permissible. CDs, artwork and other event-related merchandise may be sold at an event (with a valid Business and Sales Tax License from the Town of Castle Rock - license applications are available at the Town Hall).

## *Guidelines*

1. All users must submit an application to use the Bandstand via the Philip S. Miller Meeting Room Coordinator (303-688-7735) or the DCL Contact Center (303- 791-7323).
2. Library-sponsored programs take priority in the scheduling of the Bandstand.
3. Bandstand use is free for non-profit and community groups and these groups are given preference in booking rooms. For-profit groups may book the Bandstand if space is available. Donations are encouraged from for-profit groups.
4. Private parties are not permitted to use the Bandstand. This includes weddings and private parties not open to the public.
5. Non-profit groups may be asked to provide a copy of their IRS Form 501(c) (3), Articles of Incorporation or a Tax Exempt Certificate.
6. Permission to use facilities does not constitute endorsement by the library. No advertisement or announcement implying such endorsement will be permitted.
7. In general, groups will be limited to one Bandstand event per month.
8. Bathrooms will not be provided at after hours events.

## *Expectations*

1. Groups are responsible for setup and cleanup of chairs, and disposal of garbage. A fee will be charged for cleaning, repairs or replacements due to damage. ***Nothing should be affixed to the structure with nails or screws.***
2. The use of alcoholic beverages is prohibited, unless special permission is granted by the Library Board of Trustees. Applications for this permission must be submitted at least 4 weeks in advance of the event. Permission will be granted on a case-by-case basis.
5. No storage is provided for groups using the Bandstand and the library will not be responsible for anything left at the Bandstand.
6. Programs held at the Bandstand must not disrupt the use of the library by others.
7. If a group needs to cancel an event scheduled at the Bandstand, notice must be given to the library 24 hours in advance.
- \*8. All events must be free of charge to the public, unless the manager of the Philip S. Miller Library grants specific permission to charge a fee for non-profit fundraising.
9. In cases where an event is scheduled and the weather is inclement, please call the library at 303- 791-7323 for information regarding closures.

## *Publicity*

Patrons using the Bandstand are responsible for their own publicity. Please drop off a flyer with any library staff member and we will display flyers on the Library's community bulletin boards.

Acceptance of groups is based on the bandstand schedule and the discretion of the Meeting Room Coordinator and Branch Manager.

Question? Please contact Patti Handby, Branch Program Liaison at 303- 688-7735.