

Olathe Downtown Library

| VENUE/CATEGORY | PRICE |
|---|------------|
| FLEXBOX THEATER | |
| Weekday - Public/Business | \$100/hour |
| Weekday - Non-Profit | \$80/hour |
| Weekend | \$150/hour |
| | |
| COPELAND COMMUNITY TERRACE | |
| Weekday | \$60/hour |
| Weekend | \$100/hour |
| | |
| ADDITIONAL FEES | |
| Security - After hours and/or Alcohol Service | \$40/hour |
| Audio/Video Equipment | \$50 |

Policy

4-hour minimum rental on weekend
2-hour minimum rental on weekdays

Library Hours:

Monday-Thursday: 9:00 am to 8:30 pm

Friday: 9:00 am to 6:00 pm

Saturday: 10:00 am to 5:00 pm

Sunday: 1:00 pm to 5:00 pm

CAPACITY

Flex Box Theater: 96 capacity – Bleachers not extended

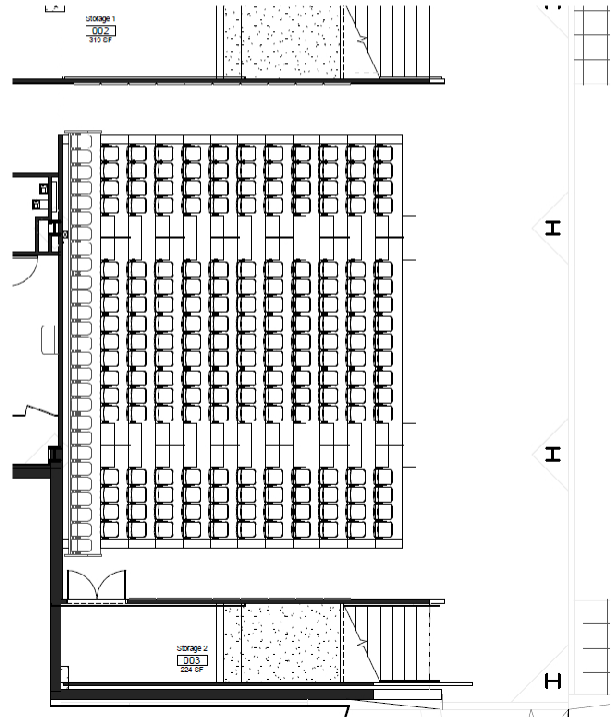
211 theater seats – Bleachers extended

Copeland Rooftop Terrace: 37 seats (see next page for furnishings)

RENTAL POLICIES

FLEXBOX THEATER & COPELAND COMMUNITY TERRACE

- ▶ We accept payment by check, cash or credit card. Checks should be made payable to the City of Olathe.
- ▶ Rental client and vendor setup and cleanup must be completed within the contracted time. See cleaning as defined in "Facility Exit Walk-through Form".
- ▶ Rental clients and their vendors will not have access to the event space before their contracted time.
- ▶ The rental client will be charged additional rental fees if they, their guests or vendors stay on the premises past the contracted end time.
- ▶ Staff will inspect the condition of the event space at the end of the contracted time using the Facility Exit Walk-through checklist.
- ▶ Any damages or areas left uncleaned may be noted during the exit walk-through or during routine maintenance inspections conducted the following business day.
- ▶ The rental client must place all trash and debris inside the designated receptacles prior to vacating the event space. Failure to comply with cleanup guidelines, including, but not limited to any damages which occur from food/beverages, will result in additional charges and/or the loss of the damage/cleaning deposit.
- ▶ Staff will not be available to move furniture.
- ▶ Food preparation inside the event space is prohibited.
- ▶ The rental client may charge admission to the event.
- ▶ The Library does not provide childcare.
- ▶ Library phones are not available for public use.
- ▶ Failure by a renter to abide by the guidelines may result in the loss of event space reservation privileges.
- ▶ Rental clients and guests agree to follow all Library Policies.
- ▶ The Library System Officer may deny use of the event space to any renter that in her/his judgment will disturb the overall quality of library service in the Library due to the size or nature of the event.
- ▶ The fact that an event is permitted to take place at the Library does not constitute an endorsement by the Library of the policies or beliefs of the event itself nor the individual, organization or company holding the event.



FLEXBOX THEATER

Included in the rental fee:

- Use of the venue for the contracted time
- Event detail consultation (2 to 4 weeks prior to event date)
- On-site staff member during setup, event, and cleanup time

Available Furnishings:

FlexBox Theater

- 96 - Bleachers not extended
- 211 Theater Seats - Bleachers extended
- 112 Chairs with 14 Tables
- Podium

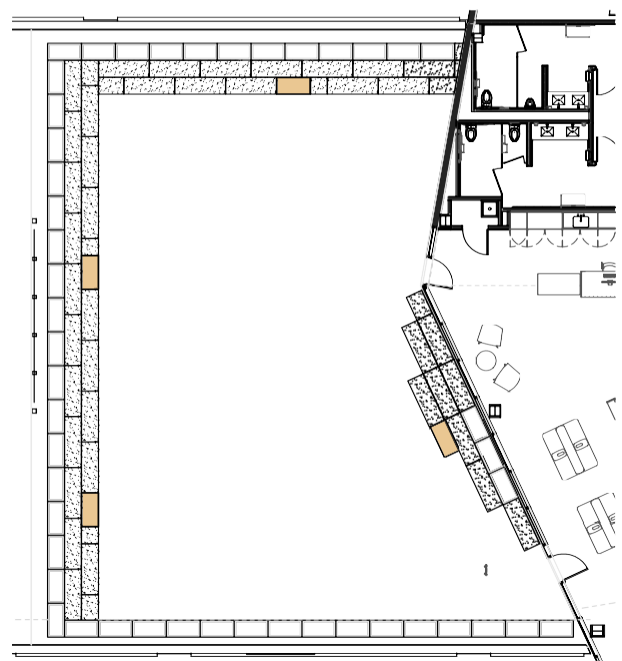
Available A/V Equipment:

- 2 Projectors
- 2 Screens
- Built-in Speakers
- Podium
- Microphone

Available Furnishings:

Community Terrace - Furnishings include:

- 2 42" Height Tables with 4 Stools each
- 2 42" Height Rectangular Tables with 6 Stools each
- 3 30" Height Round Tables with 3 chairs each
- 8 Club Chairs --TOTAL- 37 seats



COMMUNITY TERRACE